

## Job Description

<b>Job Title:</b>	Pension and Payroll Lead
<b>Responsible to:</b>	Group HR Manager - Transactional
<b>Functional Liaison with:</b>	HR, Finance, All Group Sites, Payroll Providers and Pension Agencies
<b>Main Purpose:</b>	The Pension and Payroll Lead will ensure the accurate and timely delivery of pension and payroll processes across the Eastern Education Group (EEG). This role will work closely with HR and Finance teams to support the transition to a new outsourced payroll system and lead on pensions compliance and administration, including NEST and other schemes.

### **Main Duties and Responsibilities**

*The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.*

- Lead all pensions administration processes, ensuring full compliance with statutory and regulatory requirements.
- Manage auto-enrolment duties and maintain accurate, up-to-date records across NEST and other pension schemes.
- Provide clear, expert guidance to staff and managers on pensions queries and processes.
- Ensure timely and accurate submission of pension contributions, data and required reporting.
- Oversee internal quality assurance checks of payroll data prior to submission to the outsourced provider.
- Act as the primary liaison with the outsourced payroll provider, ensuring accurate and efficient service delivery.
- Ensure payroll compliance with statutory requirements, proactively resolving discrepancies and unexpected issues.
- Develop, review and maintain payroll processes, controls and documentation to support consistency and accuracy.
- Support HR and Finance teams in the transition to the outsourced payroll system, ensuring continuity of service.
- Design and deliver training, alongside clear user guides, to support staff understanding of payroll and pensions processes.
- Ensure all payroll and pensions activities comply with legislation, organisational policies, GDPR and data security standards.
- Conduct regular audits, implement continuous improvements, and provide reporting and updates to leadership and key stakeholders.
- The above job description is not exhaustive, and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.
- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>	<b>Measured</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>Level 3 Payroll or Pension Certificate (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Certificate in Pension Administration</li> </ul>	<b>I,A,</b>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Comprehensive knowledge of UK pension regulations and compliance, payroll legislation, auto-enrolment, etc.</li> <li>Excellent attention to detail and ability to conduct quality assurance checks.</li> <li>Excellent communication and training skills.</li> <li>Proficient in HR and payroll systems and Microsoft Office applications.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of NEST and other public sector schemes</li> <li>Project management experience in system transitions.</li> </ul>	<b>A,I,P</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven competence in pensions and payroll administration within a complex organisation.</li> <li>Experience managing outsourced payroll providers.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in education or multi-site organisations.</li> </ul>	<b>A, I,</b>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Strong attention to detail, ensuring accuracy and regulatory compliance.</li> <li>Analytical and problem-solving skills, able to interpret legislation and resolve issues effectively.</li> <li>Highly organised, managing multiple deadlines and priorities.</li> <li>Clear communicator, able to explain complex payroll and pensions matters to non-specialists.</li> <li>Adaptable, responding efficiently to legislative and system changes.</li> <li>Collaborative and customer-focused, working effectively with stakeholders and maintaining professionalism under pressure.</li> </ul>		<b>A, I,</b>
<b>Training</b>	<ul style="list-style-type: none"> <li>Willingness to attend, undertake any training or development as, or when appropriate.</li> <li>Commitment to continuing personal development through continual professional learning.</li> </ul>		<b>A, I,</b>

**KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST**



## **Conditions of Service**

1. Holidays: 24 days, plus public holidays, raising to 29 days on completion of 5 years' service pro rata for part time working.
2. New appointments to the College are subject to a twelve-month probationary period.
3. Contributory pension: Local Government Pension Scheme through Suffolk County Council
4. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Education Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

### **General Data Protection Regulations (GDPR)**

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

### **Equal Opportunities**

In accordance with the Equality Act 2010 the Group operates a policy of equality and diversity which protects employees, students and people who access the Group's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

### **DBS**

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) for the Disclosure and Barring Service. The cost of processing this will be £40 (Enhanced), and you be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or by speaking to a member of the Human Resources department.



## Group Character Strengths

We have eight Group character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities.

Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the Group is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.