

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Payroll & Benefits Executive	PAY BAND:
FUNCTION:	People & Learning (P&L)	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Payroll Team sits within the HR Services Team. Their primary role is the processing of two monthly payrolls. Their aim is to deliver a high-level of customer service to our colleagues through processing of payroll and pensions, administering third-party benefits and working alongside other departments within the Trust to deliver financial payroll data as required.	














WHERE YOU WILL FIT

CEO	Director of People & Learning	Head of HR Services	Senior Payroll Specialist	Payroll & Benefits Executive
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

You will support all colleagues across the Trust with payroll, pensions and benefits, which in turn, allows our colleagues at The King's Trust, to focus fully on delivering results and supporting our Young People.

WHAT WILL YOU DO?

-  Ensure the accurate preparation & documentation of the two monthly payrolls end-to-end process including data input, calculations, deductions and reconciliations.
-  Administer Statutory Maternity/Paternity/Adoption Calculations.
-  Administer third-party benefits including Season ticket loans, Bupa, Cycle to work, CCV etc. for colleagues and ensure third-party payments are processed and reconciled on time.
-  Submit RTI data and payments to HMRC in a timely manner on a monthly basis.
-  Ensure P45s are distributed to ex-colleagues.
-  Assist in handling employee enquiries regarding payroll-related matters, providing prompt and accurate responses.
-  Maintain payroll processes to ensure alignment with legislation and adapt to policy change.
-  Support finance with data for the month/year-end processing.
-  Support internal teams to provide payroll data for external funders.
-  Assist in generating payroll reports and other relevant documentation for internal and external audits.
-  Stay current with changes in UK payroll legislation and regulations to ensure compliance and provide accurate advice to colleagues and employees.
-  Support the Payroll Manager in various payroll-related tasks and projects as needed.
-  Responsible for actively contributing to an equitable, diverse, and inclusive workplace.

THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Strong data management skills with ability to maintain accurate employee records and payroll documentation.	You will be responsible for ensuring all changes/amendments are processed timely.
Strong knowledge of tax laws, NI contributions, pensions, and legal regulations (e.g., HMRC in the UK).	To ensure payroll is processed accurately and compliantly, avoiding penalties, maintaining statutory reporting standards, and protecting the organisation from legal and financial risk.
A commitment to accuracy and a proactive approach to problem-solving as to handle sensitive financial data with precision.	This role requires a high level of attention to detail to afford accuracy and deliver outstanding customer service to our colleague.
Excellent customer service, written, and verbal communication skills.	Your role will liaise across every department at the Trust, and you will be required to support staff at all levels with pay, deductions, and benefits queries.
Self-starter, with the ability to work without supervision.	You will be working within a small busy team in a hybrid role and will be expected to manage and prioritise your workload.
Organisational skills to manage multiple payroll cycles and benefit processes in order meet deadlines.	There are strict payroll and payment deadlines that we must adhere to.
Experience	Why do we need this?
Experience of end-to-end payroll management (salary calculations, deductions, overtime, bonuses).	To deliver a complete and accurate payroll cycle, ensuring employees are paid correctly and on time while minimizing errors and manual rework.
Experience with payroll software (e.g., SAP, SuccessFactors).	To efficiently process payroll transactions, maintain data integrity, and leverage system automation to improve accuracy, reporting, and scalability of payroll operations.
Experience producing payroll reports, variance analysis, and audits.	To provide transparency, support financial controls, identify discrepancies early, and enable informed decision-making for finance and leadership teams.
Experience handling employee benefits management i.e. healthcare plans and insurance.	To ensure benefits are administered correctly, deductions are accurate, and employees receive their entitlements while maintaining compliance with benefit providers and policies.






WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Advanced Excel (pivot tables, VLOOKUP, formulas) and reporting skills.	This role requires analysis and reconciliation of mass amounts of data using VLOOKUP's, pivots as a basic knowledge
Experience with vendor management.	This role requires liaising with third party benefit providers and external partners.
Experience handling sensitive employee and financial information securely.	To protect confidential data, comply with data protection regulations (e.g., GDPR), and maintain employee trust and organisational integrity.
Skills & Knowledge	Why do we need this?
Analytical and inquisitive mindset.	You will need to look beyond the surface and question anomalies and query processes to always strive for continuous improvement
A relevant degree or certification in payroll or accounting is a plus.	Having a working knowledge of processing and legislative procedures would be beneficial.

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 Inspiring We lead by example	 Approachable We are open minded and value diversity	 Empowering We enable positive change	 Non-Judgemental We focus on the potential, not the past	 Passionate We are absolutely committed to supporting young people
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Here at The King's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and PULSE (LGBTQIA+ Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works at the delivery level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for what we do</p> <p>You keep young people and our end goal in mind</p> <p>You build trust in others by demonstrating reliability</p> <p>You engage in challenges with optimism and resilience</p> <p>You're authentic and bring your unique talents to work, encouraging others to do the same</p>	<p>You seek out opportunities afforded by change, adapting accordingly and to enhance own development and build expertise.</p> <p>You suggest improvements and alternative approaches wherever appropriate</p> <p>You give and receive feedback, harnessing new information to improve your own performance</p>	<p>You're approachable, clear and professional</p> <p>You treat people as individuals, tailoring communication and influencing style accordingly.</p> <p>You communicate difficult messages and challenge others' thinking effectively</p> <p>You listen to others with empathy and sensitivity</p> <p>You act as an ambassador for The Trust whenever communicating externally</p>	<p>You offer support to colleagues and ask for help when needed</p> <p>You manage the expectations of others, gaining buy-in where required</p> <p>You share knowledge and information</p> <p>You build relationships with others across The Trust and externally, where appropriate</p> <p>You act as an ambassador for your own team across The Trust</p>	<p>You manage projects effectively; planning, organising resources and reprioritising as required</p> <p>You monitor progress towards milestones, taking actions to ensure deadlines are met</p> <p>You make effective, data-driven decisions, considering consequences and consulting with others where appropriate</p> <p>You take the initiative to solve problems and develop several potential solutions</p>

THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks per the Codes of Practice for all roles within The Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.