



Role Profile

Job Title

Payroll Manager

Salary range

Point 51

Contract

Permanent

Main location

Portland College

Hours and basis

37.5 hours per week

Reports to

Finance Operations Manager

Date of issue

October 2025

Why Portland College needs this role

Portland College is a charity providing education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of small of campus sites in Nottinghamshire. Approximately 600 staff across the Charity. The role supports the overall finance team in delivering a comprehensive provision of financial and payroll service.

What you will be doing

Payroll

- Responsible for full end to end payroll for main charity and 2 small subsidiaries
- Responsibility for the accurate input, calculation and payment of all data relating to staff payments and deductions for payroll
- To collate and maintain all information relating to payroll in accordance with statutory requirements
- Responsibility for all tax documentation e.g. P60's, P45's, year-end reporting etc.
- Completion of annual P11D's expenses and benefits in kind calculations and returns
- Responsible for month end HMRC reporting within required timescales
- Responsible for pension calculation, reporting and submissions
- Communicate and liaise with external payroll provider to develop and maintain system integrity and functionality
- Ensuring personal information records held are compliant with GDPR requirements, including ensuring information is used appropriately
- Review current procedures, recommend and implement any improvements to working practices
- Implement all authorised and planned changes to payroll processes and systems as identified
- Responsible for prompt attention to all queries with regard to payroll from internal and external sources
- Administrator for the payroll system
- Maintain relevant departmental user guides

Financial

- Responsible for the production, importing and reconciliation of payroll information between the payroll and finance nominal ledger system
- Production of Financial Year end payroll reports for use within the audited financial year end accounts

People (HR)

- To support HR with workforce data and metrics
- Responsible for the correct application of family friendly schemes
- Responsible for the correct application of the sickness absence management procedure

Key results we want to see from this role (Direction and Pressure of Work)

- Ensure payroll is completed and paid within internal deadlines
- Ensure all external reporting, payments and statutory requirements are completed in necessary timescales.

Dimensions of the role (Managerial & supervisory and accountability)



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- Work as a member of the finance team, circa. 9 members, with 1 direct report
- Administer monthly payroll for all Portland organisations.

Key work relationships

- Liaise closely with managers and staff on all aspects of personal pay.
- Liaise closely with the People team on information relating to an individual's pay.
- External liaison with external bodies such as audit, HMRC etc on pay related issues.

Working Environment and working patterns

- Office based Monday to Friday, during office hours
- Hybrid working (1 day per week at home) after successful probation

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.