

## JOB DESCRIPTION

<b>JOB TITLE</b>	Payroll Officer
<b>TYPE OF CONTRACT</b>	Permanent, part-time
<b>RESPONSIBLE TO</b>	Director of Finance and Estates
<b>COUNTERSIGNING MANAGER</b>	N/A
<b>GROSS ANNUAL SALARY</b>	Grade 4 £24,000 to £27,066 pro-rata £30,000 to £33,832 FTE
<b>HOURS OF WORK</b>	28 hours / 4 days per week to be worked flexibly between Monday to Friday (9.30am – 5.30pm) plus evening and weekend work as and when necessary
<b>KEY WORKING RELATIONSHIPS</b>	Heads of departments, staff (including visiting professionals from the Creative Industry) and LAMDA Students
<b>INTERNAL</b>	
<b>EXTERNAL</b>	HMRC, CSA, LAMDA Student workers, Aviva, auditors, Exchequer and any other pertinent external stakeholders
<b>PROBATIONARY PERIOD</b>	Your employment will be subject to a probationary period of 6 months
<b>HOLIDAY ENTITLEMENT</b>	28 days pro-rata per year plus bank holidays; (This is inclusive of any days when LAMDA may be closed i.e. towards Christmas closure)
<b>PENSION</b>	After 3 months of continuous service you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
<b>BENEFITS</b>	After six months of continuous service and on successful completion of the probationary period, you will become eligible for the following benefits:
<b>(1) GROUP LIFE ASSURANCE</b>	LAMDA offers a death in service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service
<b>(2) SEASON TICKET LOAN</b>	LAMDA offers an interest free loan for the purchase of an annual season ticket
<b>(3) GP 24</b>	Staff will have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors

<b>(4) EMPLOYEE ASSISTANCE PROGRAMME</b>	LAMDA offers an employee assistance programme (EAP) which is confidential and easy to access. This service is available to staff 24 hours a day, 7 days a week.
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## **JOB PURPOSE**

The payroll function is an integral part of the Finance Department and is solely responsible for the monthly and fortnightly preparation of LAMDA's payroll service covering admin, teaching and casual staff approximately 250 monthly payments.

- To engage and collaborate with Heads of Departments including HR, Drama School and Finance respectively to deliver a comprehensive payroll and pensions service whilst ensuring timely payments, legal compliance and an efficient and excellent customer experience for all staff.
- Ensure effective communication channels are in place within LAMDA from students through to Director level.
- The role requires a high degree of confidentiality, integrity, professionalism and efficiency to ensure quality financial information is reported whilst accurate accounting records are maintained in accordance with financial procedures and statutory obligations.
- Demonstrate a high level of domain and technical knowledge to deliver the payroll & pension service within LAMDA.

## **DUTIES AND RESPONSIBILITIES**

- Responsible for end-to-end payroll processing whilst working to tight deadlines and frequencies to ensure each stage of the payroll process complies with due process and written procedures.
- Full responsibility for providing a pro-active payroll service by ensuring the correct payment of all staff.
- Act as LAMDA's nominated point of contact in all matters relating to payroll as well as pension, e.g. Auto-enrolment, PAYE, NICs, P11Ds, and taxation.
- Undertake all aspects of payroll processing including input tax and student loan notifications from HMRC, accurate manual calculations of all payments & deductions including all statutory amounts, AOE deductions, pro-rata payments, holiday pay, starters and leavers and ad-hoc instructions from HR.
- Actively deal with complex pay matters using their own judgement to escalate to HR as necessary.
- Ensure resolution of payroll queries in a timely manner to enhance the worker experience within LAMDA.
- Responsible for all statutory requirements of PAYE, P11D and HMRC employer and employee notifications. Complete required RTI and HMRC reconciliation for PAYE reporting to then prepare monthly payments.
- Perform all year-end procedures including preparation, planning and reconciliation of year-end HMRC returns. Submission of tax filing returns and distribution of all documentation to staff including P60 and P11D's
- Preparation of financial reporting for the Finance Manager to reconcile the accounting system and ensuring financial integrity after each payroll cycle.
- Anticipate the implications of new payroll legislative changes while reviewing systems, policies and procedures ensuring compliance.
- Plan and organise system upgrades including year end and document procedures to ensure our external IT provider meets the internal and external deadlines.

- Ensure audit and financial governance requirements are well maintained and adhere to all financial regulations.
- Act as key contact for auditors - external and internal and HMRC inspection for compliance and financial integrity.
- Attend external training and network with user group briefings to gain insight and knowledge that may enhance our payroll service.
- Create and implement any required processes which impact payroll

## **PENSION**

- Administration of the employer pension scheme from the billing side
- To ensure accurate contributions are taken through payroll including performing all Auto Enrolment duties.
- Reconcile all contributions taken across all three payrolls including timely submission of employer and employee contributions to the pension provider.
- Action opt-out notices as advised by the pension provider including processing all refunds back to staff.
- Stay abreast of pension and payroll related legislative changes.
- Maintain accurate accounts of contributions for the pension provider, HR, The Pension's Regulator and auditors.
- Perform re-enrolment compliance duties including declaration compliance to The Pension's Regulator.
- Submit accurate yearly salary data to the pension provider for preparation of member's annual statements.

***This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.***

***The successful applicant will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy.***

## PERSON SPECIFICATION

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>SKILLS / ABILITIES</b>	<p>A strong understanding of manual and computerised payroll systems and principles</p> <p>Strong numeracy skills</p> <p>Excellent written and oral communication skills</p> <p>Impeccable attention to detail</p> <p>Organisational and administrative skills</p> <p>Handle large volumes of confidential and sensitive personal information</p> <p>Time management</p> <p>Team working</p>		Covering letter / Interview
<b>KNOWLEDGE</b>	<p>Payroll &amp; Pension regulations, policy and procedures including Auto Enrolment, PAYE and Statutory payments.</p>		Interview
<b>QUALIFICATIONS</b>		<p>Relevant Professional Payroll qualification</p>	Certificates
<b>EXPERIENCE</b>	<p>Substantial work in a similar role in Payroll</p> <p>Hands-on experience of administering full payroll lifecycle</p>		Covering letter / Interview
<b>QUALITIES</b>	<p>Self-motivated, resilient, flexible, adaptable, analytical, methodical and integrity</p> <p>Empathy with LAMDA's work and values</p> <p>Ability to prioritise workloads effectively and balancing deadlines</p>		Covering letter / Interview

## ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019, and was granted full degree awarding powers in 2021. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

Conservatoire training is, by its nature, selective, training only the best; course numbers are limited and LAMDA teaches in small groups. There is a core cohort of just under 400 UK and international students a year across six degree courses and other HE courses. The school also welcomes around 360 students onto other courses during the year, including short courses run during Spring and Summer vacations. LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. LAMDA now operates independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students. LAMDA was granted full degree awarding powers in 2021.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

The work of the Academy is complemented by that of LAMDA Examinations, through which LAMDA offers a drama and communications-based syllabus leading to accredited and non-accredited awards in the UK and overseas.

In 2017, LAMDA moved into its new £28.2m centre for world-leading drama training. LAMDA's new home features ten large training and rehearsal studios, three theatres - the 200 seat Sainsbury Theatre, 120-seat the Carne Studio Theatre and the Linbury Studio, and a fully equipped digital and audio suite. In January 2018, LAMDA alumni Benedict Cumberbatch was appointed the Academy's President.

LAMDA Alumni include Nikki Amuka-Bird, Patricia Hodge, Janet Suzman, Chiwetel Ejiofor, Jeremy Irvine, Rory Kinnear, Harriet Walter, Rose Leslie, Paterson Joseph, David Oyelowo, Katherine Parkinson, Toby Stephens, David Suchet, Sam Claflin, Leah Harvey, and Ruth Wilson, among many others.