

Job Description

Position:	Payroll Manager
Faculty/School/Service:	Finance Office
Reference:	FIN-068/P
Grade:	TBC (Subject to HERA job evaluation)
Status:	Permanent
Hours:	Full time (36.25 hours per week)
Responsible to:	Exchequer Controller

We are looking to recruit an experienced Payroll Manager who is ready for the next step in their career. Knowledge and experience of processing and managing payroll from start to finish is essential.

You will be working closely with the HR department and be responsible for managing multiple payrolls including processing any necessary benefit in kind adjustments, as well as managing statutory payments/compliance related matters.

Main Function of the Post:

Responsible for managing multiple University Group payrolls ensuring

- prompt and accurate payment of staff,
- timely payments to HMRC, pension schemes and other deductions from pay,
- accurate and timely supply of payroll information,
- compliance with statutory procedures and requirements,
- compliance with pension scheme requirements,
- timely responses to day to day payroll queries.

Principal Duties and Responsibilities:

1. Ensure that all the Groups payrolls are processed both accurately and within the prescribed timescales. This may include liaising with external payroll bureau's to process some smaller payrolls.
2. To manage and ensure that payroll amendments are in accordance with University, HMRC, pension scheme regulations and current legislation.
3. To process and manage more complicated payroll amendments as required.
4. Manage and supervise the processing of other payroll amendments.
5. Undertake necessary manual payroll calculations in accordance with current legislation.

6. Responsible for maintaining accurate payroll records and respond to correspondence and enquiries to the payroll office and preparing responses to complex enquiries from stakeholders
7. Identify issues and provide solutions as appropriate to a range of queries.
8. Have a good understanding of common benefits in kind to be able to process them through the payroll, as required.
9. Ensure that payments to staff outside of the payroll are recoded appropriately.
10. Review, suggest improvements and develop efficient payroll processes, particularly around aiming for a paperless processes. Devise and manage the introduction of standard operating procedures.

Payment of Deductions

1. Manage and ensure that payments for HMRC, pension contributions, voluntary deductions and other statutory payroll deductions are processed accurately and within the prescribed deadlines.
2. Manage the processing of payroll BACS files.

Payroll Analysis

1. Prepare payroll summaries to facilitate the preparation of accounting journal entries.

HMRC Compliance

1. Ensure compliance with all HMRC requirements including the timely submission of Full Payment Summary files.
2. Manage any HMRC audits and to respond to any HMRC queries in a timely manner.
3. Ensure that all P11Ds are submitted to HMRC accurately and in a timely manner.

Pension Schemes

1. Ensure that all monthly and annual payroll returns are submitted accurately and in a timely manner.
2. Manage the annual Teachers' Pension Agency audit.
3. Liaise with the Pensions Technical Officer regarding contractual and automatic pension enrolments.

Employment Status

1. Advise the Group on employment status issues in accordance with HMRC's IR35 requirements.

Other functional responsibilities

1. Have a good understanding of the National Minimum Wage regulations and to identify any potential breaches of these regulations.

2. Lead on internal auditing of payroll processes and undertake internal reviewed of data quality and consistency
3. Undertake benching with other HEI / FE Payroll functions
4. Training new and existing staff in procedural and other payroll related matters
5. Proactively keep up to date and support on payroll specific HMRC and other legal changes pertaining to payroll.
6. Building and maintaining effective relationships with colleagues in related teams – wider Finance team, HR and Invoicing etc.
7. Other ad-hoc duties, as and when required by your line manager.
8. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
9. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
10. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
11. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted jointly by the relevant manager in consultation with the position holder.

Person Specification

Position: Payroll Manager		Reference: FIN-068/P	
School/Service: Finance Office		Priority (1/2)	Method of Assessment
Criteria			
1 Qualifications			
1 a)	Recognised professional payroll qualification such as CIPP or relevant payroll experience	1	Application Form/Documentation
2 Skills / Knowledge			
2 a)	Knowledge of financial reporting in the voluntary and/or public or Higher Education sector.	1	Application Form/Interview
2 b)	Advanced numerical and analytical skills	1	Application Form/Interview
2 c)	Competent with IT systems and able to develop these as appropriate in order to meet the needs of the business	1	Application Form/Interview
2 d)	Good communication skills able to liaise and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	1	Application Form/Interview Assessment
2 e)	Possess sufficient breadth and/or depth of knowledge to work in an Exchequer/Payroll environment	1	Application Form/Interview
2 f)	The ability to convey complex information to lay audiences	1	Application Form/Interview
2 g)	Excellent customer focused skills, able to interact effectively with staff and stakeholders at all levels.	1	Application Form/Interview
2 h)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	1	Application Form/Interview
3 Experience			
3 a)	Proven knowledge and experience of payroll legislation management within a complex or similar organization	1	Application Form/Interview
3 b)	Experience of operating in a context where there is a requirement to demonstrate public accountability	2	Application Form/Interview
3 c)	Experience of working in a busy, open plan office environment	2	Application Form/Interview
3 d)	Experience using standard and specialist IT systems and packages i.e. email and i-Trent	1	Application Form/Interview
3 e)	Able to challenge and improve existing procedures	1	Application Form/Interview
3 f)	Experience of using MS Excel/Word	1	Application Form/Interview

3 g)	Experience and knowledge of working with sensitive data and information and issues of confidentiality	1	Application Form/Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Ability, competence and confidence to lead and motivate others	1	Interview
4 c)	Sensitive to individual difference and in dealing with colleagues/partners and stakeholders from different cultural backgrounds.	1	Interview
4 d)	Good interpersonal skills and a good team player	1	Interview
4 e)	Commitment to continuous improvement and creative ways of working.	1	Interview
4 f)	Able to organise and prioritise own workload	1	Interview
4 f)	Able to work to successfully in a small team in a dynamic and challenging environment.	1	Interview
4 h)	Able to work under pressure and deadlines	1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Freedom of Information Act, Health and Safety, Prevent and the Bribery Act Awareness of the principles and	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Able to work flexibly and remotely if required, in order to meet the needs of the service	1	Interview
5 e)	Able to travel nationally in order to meet the requirements of the service	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required