



## Payroll Manager

**Department:**

Finance  
Ref: FIN-068/P

**Salary:**

Competitive - subject to skills, knowledge and experience

**\*Closing date for applications:**

**12:00 noon on 14 April 2023**

Interviews are expected to take place within 4 weeks of the closing date.

A job description and person specification can be viewed on our website:

<https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies> or requested by email: [jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk).

To apply, please submit your CV along with a short covering letter (no more than two sides of A4 font size 12) explaining your suitability for the role and current/most recent salary to [jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk). Please ensure you quote the position reference number on all paperwork submitted.

If an applicant is interested in more than one vacancy, a separate application must be submitted for each vacancy to ensure that the individual role requirements are addressed.

Candidates must be eligible to work in the UK, for more information please visit <https://www.gov.uk/check-uk-visa>. No agencies.

\*Please note, the University reserves the right to shorten/extend the closing date of any position where a high/low volume of applications are received.

The University has embarked on an ambitious agenda as a “Teaching Intensive, Research Informed” institution. Its robust financial position and recent achievements put the University in a good position to capitalise on the challenges and opportunities of the current Higher Education environment. With a workforce of circa 1000 staff supporting more than 11,000 learners it is therefore a very exciting time to join the University of Bolton Group as a payroll professional.

Due to ongoing investment in our people, we are seeking an outstanding payroll professional for the new role of Payroll Manager. The post is responsible for the delivery of an outstanding payroll service to clients across the University of Bolton and its subsidiaries. This includes ensuring compliance with all statutory legislation and process improvement initiatives, anticipating and dealing with issues and ensuring that the team provides a responsive, professional and friendly service – to include ensuring the timely processing of all payroll related transactions and the resolution of any queries/issues.

To be successful in this role you will have demonstrable experience of delivering excellent customer-focused payroll services, along with the requisite expert knowledge of current payroll best practice and legislative requirements.

Holding or working towards a CIPP Payroll Management qualification (or equivalent experience/ professional qualification), you will have expert user knowledge of HR/payroll systems and the requisite IT skills. Experience of working in a Higher Education (or other complex / public sector environment) is desirable.

For an informal discussion about this exciting opportunity please feel free to contact Amanda Orgill (Head of Finance) on (01204) 903177 or via [A.Orgill@bolton.ac.uk](mailto:A.Orgill@bolton.ac.uk)