

Job Description

Position: Payroll Officer

School/Service: Finance

Reference: FIN-026/P

Grade: Grade 6

Status: Permanent

Hours: Full-Time

Reporting to: Payroll Manager

Main Function of the Position:

To work with the Payroll Manager in processing the University's payrolls ensure prompt and accurate payment to all staff. Take responsibility for the day-to-day management and processing of multiple University Group Payrolls.

To ensure compliance with all statutory legislation providing accurate and timely supply of information and payments to Statutory and Third party

Review and suggest improvements to payroll policies and procedures where required.

Deputise as appropriate for the Payroll Manager.

Principal Duties and Responsibilities:

1. Ensure that all the University Group Payrolls are processed both accurately and within the established timelines
2. To manage and ensure that payroll variations are in accordance with University, HMRC and Pension scheme regulations and current legislation.
3. Support the production and submission of monthly and annual statutory payroll returns, ensuring they are submitted accurately and in a timely manner.
4. Assist with the processing of payments for HMRC (PAYE), Pension providers, third party and voluntary deductions, ensuring they are processed accurately and within the established timelines
5. To process and manage complex payroll amendments as required.
6. Undertake necessary manual payroll calculations in accordance with current legislation; ensure that payments to staff made outside the payroll system are appropriately recorded into the system and to identify/account for any under/over payments.
7. Responsible for maintaining accurate employee payroll records and answer general/complex queries from various sources.

8. Have a good understanding of National Minimum wage regulations and identify any potential breaches of these regulations.
9. Adhere to payroll best practise processes with a focus on continuous improvement. Identify process and or system issues and provide solutions as appropriate.
10. Provide updated information to the Pensions Officer regarding to Contractual and Automatic Pension enrolments
11. Process BACS files, and faster payments as required
12. Assist on the annual Payroll and Pension audits.
13. Ensure that written procedures in relation to the duties of this role properly reflect the daily / monthly duties and activities and suggest amendments where appropriate.
14. Maintain documented policies and procedures for all elements of payroll and pension processes.
15. Work collaboratively with colleagues to maintain a professional and supportive team environment.
16. Commit to ongoing learning by staying ahead of regulatory changes and engaging in development opportunities that align with system and industry standard changes. Undertake specific training as identified by changes to corporate mandatory requirements.
17. Attend External and / or Internal meetings representing the University payroll service when required.
18. Other ad-hoc duties, as and when required
19. Ensure a safe working environment and abide by University Health and Safety policies and practices and observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
20. 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.
21. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.

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 position requirements to be performed and if necessary update to incorporate changes where appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position: Payroll Officer	Reference: FIN-086/P	
School/Service: Finance		
Criteria	Priority (1/2)	Method of Assessment
1 Qualifications		
a. Recognised professional payroll qualifications such as CIPP or relevant payroll experience	Priority 1	Application Form / Documentation
2 Skills / Knowledge		
a. Knowledge of Processing Payrolls in a Higher Education or another complex/public sector environment	Priority 1	Application Form / Interview
b. Advanced numerical and analytical skills, meticulous attention to detail	Priority 1	Application Form / Interview / Assessment
c. Competent with HR Payroll systems preferably iTrent and able to develop these as appropriate in order to meet the needs of the business	Priority 1	Application Form / Interview
d. Have a good understanding of the National Minimum Wage regulations and identify any potential breaches of these regulations.	Priority 1	Application Form / Interview
e. A good understanding of expenses and common benefits in kind to be able to assist with their calculation and processing through the payroll, as required	Priority 1	Application Form / Interview / Assessment
f. Excellent customer-focused skills, able to interact effectively with staff and stakeholders at all levels.	Priority 1	Application Form / Interview
g. Good communication skills, the ability 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	Priority 1	Application Form / Interview
h. Possess sufficient breadth and/or depth of knowledge to work in a Finance Payroll environment.	Priority 1	Application Form / Interview
i. Excellent customer-focused skills, able to interact effectively with staff and stakeholders at all levels.	Priority 1	Application Form / Interview
j. Commitment to Diversity and Inclusion, able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	Priority 1	Application Form / Interview
3 Experience		
a. Proven knowledge and experience of payroll legislation management within a complex or similar organisation	Priority 1	Application Form / Interview
b. Experience of operating in a context where there is a requirement to demonstrate public accountability	Priority 2	Application Form / Interview
c. Experience of working in a busy, open-plan office environment	Priority 2	Application Form / Interview
d. Experience using standard and specialist Payroll processing systems and IT packages: iTrent, BACS, Business Objects	Priority 1	Application Form / Interview
e. Able to challenge and improve existing procedures	Priority 1	Application Form / Interview

f. Highly skilled in Microsoft 365 applications including Excel, Word, Outlook and Teams	Priority 1	Application Form / Interview / Assessment
g. Experience and knowledge of working with sensitive data and information and issues of confidentiality	Priority 1	Application Form / Interview
4 Personal Qualities		
a. Commitment to high levels of customer service and providing a positive employee experience	Priority 1	Interview
b. Commitment to continuous improvement and creative ways of working	Priority 1	Interview
c. Flexible approach, able to adapt to changing environment	Priority 1	Interview
5 Other		
a. Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
b. Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act, Prevent and the Bribery Act	Priority 1	Interview
c. Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
d. Available to work flexibly and travel as appropriate in order to meet the needs of the services	Priority 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