

## JOB DESCRIPTION

**Job Title:** Payroll & Pensions Manager

**Grade:** SG8

**Department:** Finance

**Responsible to:** Financial Controller

**Responsible for:** Senior Payroll Officer, Payroll Officers

**Key Contacts:** University staff (as employees), Senior Management, Budget Holders, People Directorate staff, External Agencies such as HMRC & University Pension Providers

**Standard Occupational Classification (SoC code):** 4122

**Non-Contractual Nature of Role Profile:** This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

### PURPOSE OF ROLE

The key objective of the role is to oversee the provision of an efficient payroll service to the University. The postholder will be responsible for ensuring the accurate and timely payment of staff as well as ensuring all relevant legislation is complied with. The Payroll and Pensions Manager will manage and develop the Payroll Team, the payroll system and associated policy and procedures.

### KEY ACCOUNTABILITIES

#### Leadership and Management

- Planning, coordinating and organising the work of the Payroll team with an emphasis on quality processes and outcomes. Management and development of staff within the team.
- Representing the Payroll team on internal working groups, project teams etc.
- Providing advice to senior managers and budget holders on salary calculations.
- Providing management information on payroll, pension and other relevant requirements.

## **Operational**

- Responsible for the accurate and timely payment of salaries in accordance with contracts of employment, HR policy and regulations, ensuring compliance with PAYE, NI and other statutory regulations.
- Overall responsibility of quality and timeliness of outputs of the Payroll team, with clear documentation and record-keeping. Compliance with PAYE, NI, Superannuation and other regulations (both statutory and non-statutory).
- Overall responsibility for processes associated with the production of the monthly payroll: payroll runs, quality checks, BACS files and the general ledger costing file.
- Ensure all payroll queries from staff are dealt with promptly and efficiently.
- Provision of information relating to the University's pension schemes to members of staff and external bodies, as required.
- Ensure compliance with internal controls and approved standard operational requirements. Implementation of relevant audit recommendations.
- Preparation of timely monthly and annual returns for the University's pension schemes. Liaison with auditors re audit of those returns.
- Preparation of timely end of year on-line statutory returns (P35 / P60) and others as required.
- Ensure timely remittances to HMRC, TPS, LPFA, DWP and other bodies as required.

## **Technical**

- Updating and developing the Payroll Procedures Manual
- Keeping abreast of statutory changes from HMRC and University pension providers
- Development of Management Information and Salary Projection reports for forecasting
- Overall responsibility of development and testing of the Payroll system; upgrades and routine legislative patches, working with People Directorate and ILS to ensure smooth transitions.

## **Flexibility**

- Other activities consistent with the varied and developing demands of the role

**Managing Self:**

- Develop and exhibit excellent organisational, planning and time management skills
- Excellent communication and presentation skills.
- Able to build positive relationships with a variety of stakeholders, including senior professional service and faculty colleagues.
- Work to deadlines and project schedules.
- Work independently and as part of a team.

**Core Requirements:**

- The role will be expected to actively embrace and role-model the University's values of being inclusive, collaborative and impactful. This extends to their role in line management where they will be expected to develop their staff, using coaching, mentoring and reflection to create a positive Directorate culture.
- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**Additional Requirements:**

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the Payroll team delivers the required level of service.

## PERSON SPECIFICATION

### EXPERIENCE:

#### Essential Criteria

- Proven track record in managing a payroll team for a large organisation
- Ability to manage staff, build a positive working environment and work under pressure
- Experience of implementing payroll systems, patch upgrades and improving processes
- Experience in pension administration for defined benefit schemes
- Excellent interpersonal skills and demonstrable ability to build relationships and networks with a wide range of colleagues, including experience of building trust and influence with senior stakeholders

#### Desirable Criteria

- Experience of an Oracle Cloud payroll system
- Payroll experience within Higher Education

### SKILLS:

#### Essential Criteria

- High level of computer literacy with a focus on data analytics
- Considerable knowledge of payroll legislation
- Knowledge of pension scheme regulations
- Ability to work under pressure and meet tight deadlines
- Ability to analyse problems and adopt effective course of action

### QUALIFICATIONS:

#### Essential Criteria

- A relevant professional qualification or similar

### PERSONAL ATTRIBUTES:

#### Essential Criteria

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.