

JOB DESCRIPTION

Job Title:	Payroll Officer	Grade:	SG5
Department:	Finance Directorate	Date of Job Evaluation:	September 2015
Role reports to:	Payroll & Pensions Manager		
Direct Reports	N/A		
Indirect Reports:	N/A		
Other Key contacts:	HR Directorate & staff throughout the University		
<p>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.</p>			

PURPOSE OF ROLE:

To support the Payroll & Pensions Manager in the efficient operation of the payroll & pension service for the University

KEY ACCOUNTABILITIES:

Team Specific:

- Payroll: responsible for processing allocated payrolls with regard to accurate and timely payment of salaries and bursaries; compliance with contracts of employment, HR information, bursary regulations, PAYE, NI and other statutory regulations; checking colleague's payrolls for accuracy prior to payroll run; responsible for preparing BACS file for allocated payrolls prior to transmission; responsible for preparing costing file for allocated payrolls
- Compliance: preparation of RTI file for onward submission to HMRC; assist with preparation of annual returns for University Pension schemes; assist the Payroll & Pensions Manager in the preparation of year end and other statutory / non-statutory returns

Generic:

- Systems: assisting the Payroll & Pensions Manager with testing legislative patches, system upgrades and new payroll systems; assist the Payroll & Pensions Manager in checking / testing pension rate changes / upgrades.
- Information: respond to queries / requests for information from staff and external bodies in a timely manner; maintenance of sickness records, training of faculty / directorate staff on sickness recording via ESS or core forms on OracleHR; communicating with HR, directorates and faculties to assist in maintaining data integrity on OracleHR and accuracy of payments; providing HR with adhoc salary information/reports as required.

Managing Self:

- N/A

Core Requirements:

- 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.

Additional Requirements:

Undertake any other duties as requested by the [e.g. PVC, FOO etc.] or their line 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 Finance Directorate delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Staff paid on time on relevant payrolls
- Few complaints from staff
- Timely response to queries / requests for information (internal & external)

KEY RELATIONSHIPS (Internal & External):

- HR Directorate
- University Staff and bursary students
- HMRC
- University pension providers

PERSON SPECIFICATION

Essential	Desirable
Experience <ul style="list-style-type: none"> • Working as part of a Payroll Team within a large organisation 	Experience <ul style="list-style-type: none"> • Experience of Oracle HR system

<p>Skills</p> <ul style="list-style-type: none"> • Able to work under pressure and meet tight deadlines • Good oral and written communication skills • A customer oriented approach, with a confident manner able to deal with colleagues, staff and external contact at all levels • Able to work well as part of a team • Good level of computer literacy <p>Qualifications</p> <ul style="list-style-type: none"> • Up to date knowledge of payroll legislation – PAYE, NI, Superannuation, SSP, SMP etc <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity 	<p>Skills</p> <ul style="list-style-type: none"> • N/A <p>Qualifications</p> <ul style="list-style-type: none"> • N/A <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A
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