

### JOB DESCRIPTION

<b>Job Title:</b>	Senior Payroll Officer	<b>Grade:</b>	SG6
<b>Department:</b>	Finance Office	<b>Date of Job Evaluation:</b>	
<b>Role reports to:</b>	Payroll & Pensions Manager		
<b>Direct Reports</b>	None		
<b>Indirect Reports:</b>	Payroll Officers		
<b>Other Key contacts:</b>	HR Directorate & Budget holders 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 service for the University. Assisting the Payroll & Pensions Manager with the completion of statutory returns and testing system upgrades.

#### KEY ACCOUNTABILITIES:

##### Operational

- **Payroll:** Responsible for the production of allocated payrolls with regard to accuracy and timely payment of salaries and bursaries in accordance with contracts of employment, HR information and bursary regulations, ensuring compliance with PAYE, NI and other statutory regulations; responsible for checking colleague's payrolls for accuracy prior to payroll run; responsible (in conjunction with Payroll & Pensions Manager) for validating the quality of the BACS files prior to transmission; responsible for provision of the costing file for interface to the financial ledger. Liaise with faculties / directorates to ensure payroll queries on data, processes, procedures and regulations are dealt with for the effective preparation of the payroll.
- **Compliance:** Responsible for completion of monthly National Statistics Return; assist with production of annual returns for University Pension schemes; assist the Payroll & Pensions Manager in the preparation of year end and other statutory / non-statutory returns. Assist in maintaining and archiving payroll data and records in a safe manner to ensure compliance with data protection regulations.
- **Systems:** assist the Payroll & Pensions Manager with testing legislative patches, system upgrades and new payroll systems being part of project team working with HR and ILS to achieve this; assist the Payroll & Pensions

Manager in checking / testing pension rate changes / upgrades. Liaise with system support and issues that affect the operation of the payroll system.

- Procedural Notes: responsible for maintaining and updating the Payroll Procedures Manual. Assist with raising awareness and training of users of payroll information and Finance intranet.
- Information and communication: to respond to queries / requests for information from staff, senior management and external bodies in a timely manner; communicating with HR, JobShop & Faculties to assist in maintaining data integrity on OracleHR and accuracy of payments; providing HR with adhoc salary information/reports as required; maintenance of sickness records, as well as training of Faculty staff on sickness recording via ESS or core forms on OracleHR.
- Other activities consistent with the varied and developing demands of the role

**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 Director 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 payroll 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 Office
- University Staff and bursary students
- Senior Management throughout the University
- HMRC
- University pension providers
- In all contacts the post-holder will be required to present a good image of the Finance directorate and the University of Greenwich as well as maintaining constructive relationships

**PERSON SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Proven experience of working as part of a Payroll Team within a large organisation and sharing knowledge as appropriate</li> <li>• Experience in accurate data input, checking and verifying in accordance with organisational regulations and payroll systems protocols</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Able to work under pressure and meet tight and conflicting deadlines</li> <li>• Good oral and written communication skills with an ability to negotiate and influence others.</li> <li>• A customer oriented approach, with a confident manner able to deal with colleagues, staff and external contact at all levels</li> <li>• Able to work well as part of a team.</li> <li>• Good level of computer literacy</li> <li>• Proactive approach and interpersonal skills</li> <li>• Interpersonal, planning and organisation skills</li> <li>• Clear commitment to personal</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of Oracle HR system</li> <li>• Team Building and maintain relationships</li> <li>• Advice and guidance to team based on knowledge and experience</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Data Protection and Confidentiality</li> </ul>

development

- Analytical skills with the experience of reporting findings clearly and concisely.

#### **Qualifications**

- Up to date knowledge of payroll legislation – PAYE, NI,SSP, SMP etc
- Up to date knowledge of Teachers’ Pensions scheme and Local Government Pension Scheme
- Experience of operating the payroll process from start to end with an emphasis on compliance.
- Qualification or demonstrative work experience in relevant area.

#### **Personal attributes**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity

#### **Qualifications**

- Chartered Institute of Payroll Professionals (CIPP)
- Up to date knowledge of Universities Superannuation Scheme

#### **Personal attributes**

- N/A