

University of Greenwich

JOB DESCRIPTION

Job Title:	Senior Payroll Officer	Grade:	SG7
Department:	Finance Office	Date of Job Evaluation:	August 2022
Role reports to:	Payroll & Pensions Manager		
Direct Reports	N/A		
Indirect Reports:	Payroll Officers		
Other Key contacts:	Financial Controller, Finance Directorate, HR Directorate & Budget holders throughout the University		

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:

To provide support, guidance and technical advice to payroll officers and other key stakeholders to ensure a timely and responsive payroll service. To work collaboratively with the Payroll and Pensions Manager to produce statutory returns and ensure broad compliance with statutory regulations. To contribute to the effective delivery of all payrolls. To undertake routine testing and support the development of the Oracle Cloud Platform supporting payroll activity.

KEY ACCOUNTABILITIES:

- **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:** Facilitate with the production of the 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:** 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.
- **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
- **Other activities consistent with the varied and developing demands of the role which include:**
 - Deputising for the Payroll Manager in their absence
 - Assisting the Payroll Manager with Audits
 - Assisting in staff appointments, training, and development
 - Liaising with Oracle Cloud Third Party Support and the internal Oracle Cloud Platform Team to support the on-going development of the Oracle HCM Platform
 - Liaising with LPFA (in conjunction with the Payroll & Pension Manager) on LPFA Annual returns

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Core Requirements

- Adhere to and promote the University's Equality and Diversity policies
- Ensure compliance with Health & Safety regulations
- 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 relevant projects associated with the development of the Oracle Cloud Platform to support effective payroll activity
- Undertake relevant projects associated with year-end activity and changes to pension provisions and regulations

KEY PERFORMANCE INDICATORS:

- All payrolls run to required cycles and with high degree of accuracy
- Staff paid on time on relevant payrolls
- Timely response to queries / requests for information (internal & external)
- Payroll system functionality developed and working effectively
- Statutory returns completed on time

KEY RELATIONSHIPS (Internal & External):

- Finance Directorate
- People Directorate and People Operations Team
- Oracle Cloud Platform Team
- 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

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PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Proven experience of working as part of a Payroll Team within a large organisation and sharing knowledge as appropriate • Significant experience in accurate data input, checking and verifying in accordance with organisational regulations and payroll systems protocols • 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 • Demonstrable experience of operating the payroll process from start to end with an emphasis on compliance • Demonstrable experience of working with payroll systems and technologies • Team Building and maintain relationships • Significant experience of providing advice and guidance to team colleagues <p>Skills</p> <ul style="list-style-type: none"> • Able to work under pressure and meet tight and conflicting deadlines • Good oral and written communication skills with an ability to negotiate and influence others. • 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 • Proactive approach and interpersonal skills • Interpersonal, planning and organisation skills • Clear commitment to personal development • Analytical skills with the experience of reporting findings clearly and concisely • Data Protection and Confidentiality <p>Qualifications</p> <ul style="list-style-type: none"> • Level 5 qualification in payroll or a related subject • Mathematics GCSE or equivalent <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: Inclusive, Collaborative and Impactful 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of Oracle HR system • Up to date knowledge of Universities Superannuation Scheme <p>Qualifications</p> <ul style="list-style-type: none"> • Chartered Institute of Payroll Professionals (CIPP)

