

PAYROLL AND PENSIONS MANAGER

Job Ref: REQ17797

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose

To deliver a comprehensive payroll and pensions service to the University, ensuring timely payments, legal compliance and excellent customer service.

Job Duties

- Management of the payroll and pensions teams ensuring staff are appropriately supported, motivated and trained
- Management of all aspects of the four payrolls ensuring resource is allocated appropriately to meet the various payroll deadlines and that work is completed in a timely and accurate manner whilst ensuring compliance with University policy and legislative requirements
- Management of the pension arrangements for the three schemes operated by the University ensuring accurate data is returned and payments are made to the scheme in a timely manner as well as compliance with the scheme regulations
- Ensure audit and corporate governance requirements of the University are maintained and ensure adherence to all financial regulations
- Act as the University's specialist in all matters relating to pensions and payroll, e.g. Auto-enrolment, PAYE, NICs, P11Ds, PSA and work with the University's Tax Manager on more complex taxation queries including but not limited to residency, termination payments and benefits in kind
- Liaise with colleagues in Finance to ensure financial data is recorded and monitored appropriately
- Deal with complex payroll and pension queries that have been escalated by the team or Supervisors
- Meet with University staff to provide them with detailed information in relation to their pension arrangements

- Work with other senior colleagues in HR to ensure that payroll and pensions is firmly embedded in to day to day operations within the department
- Work with the payroll and pensions team to identify process improvements and implement in a timely manner
- Provide training and briefings to University staff on payroll and pensions matters
- Liaison with Midland HR software provider and colleagues in IT Services and Workforce Information to deal with system issues and upgrades
- Working with colleagues in IT Services and Workforce Information, continually review and develop the payroll system
- Keep the HR Senior Leadership Team updated with new developments in payroll and pensions and ensure appropriate planning for such new developments, e.g. IR35, apprenticeship levy and changes to pension scheme arrangements
- Undertake projects as required

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Deputy Director (Human Resources)

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Substantial relevant experience of payroll	1,2,3
	Experience of working in a large, complex organisation	1
	Experience of managing a team of staff	1,2,3
	Project management experience	1,3
Skills and abilities	In-depth working knowledge of RTI, AE, PAYE, NICs and normal payroll deductions	1,2,3
	High level of IT skills, particularly Excel	2
	Ability to analyse and report on complex data	2
	Working knowledge of pension schemes and ability to develop knowledge and skills in this area	1,3
	Ability to deal with staff at all levels and to communicate effectively	1,2
	Ability to identify issues and address them promptly	1,2
	Ability to prioritise own work and that of the team	1,2,3
	Strong written communication skills	2,3
	Ability to lead, motivate and inspire a team	1,2,3
	Training	Evidence of commitment to continuing professional development
Qualifications	Degree level education or equivalent	1
	Professional qualification in Payroll	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working with pension schemes	1,3
	Knowledge of defined benefit and defined contribution pension schemes	1,3
	Experience of USS and LGPS	1,3
	Experience of working in higher education	1,3
	Experience of using iTrent	1,3
Skills and abilities	Knowledge of salary sacrifice schemes	1,3
Qualifications	Post-graduate qualification in management	1

Conditions of Service

The position is full time and open ended. Salary will be on Management and Specialist Grade 7, £39,324 - £45,924 per annum, subject to annual pay award and at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Anne Lamb, Deputy Director (Human Resources) by email at A.E.P.Lamb@lboro.ac.uk or by telephone on 01509 222168.

Applications

The closing date for receipt of applications is **12th September 2017**. Interviews will be held on **19th September 2017**.