

Job Description and Person Specification

Last updated: March 2017

JOB DESCRIPTION

Post title:	Senior Payroll Administrator (International)		
Academic Unit/Service:	COO/ Professional Services		
Faculty:	Finance Planning and Analytics (Payroll and Pensions)		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	3
*ERE category:	n/a		
Posts responsible to:	Deputy Head of Payroll		
Posts responsible for:	n/a		
Post base:	Office-based		

Job purpose
<p>To lead the administration of the University's and subsidiaries' international payroll provisions in an accurate, timely and compliant manner. To work closely with the University's UK payroll teams to provide a professional international payroll service to all outbound and inbound assignees and overseas employees.</p> <p>To follow University policy and comply with HMRC legislation and guidance affecting international payroll.</p> <p>To assist the Deputy Head of Payroll with process reviews on a regular basis, recommending improvements where necessary, to ensure continued effectiveness and efficiency and to ensure all internal and external deadlines are met.</p>

Key accountabilities/primary responsibilities	% Time
1. To lead the administration of the University's international payrolls (Local, Shadow and Modified), working closely with the University's UK payroll teams, to ensure payroll processing is completed in an accurate and timely manner.	25 %
2. To review international payroll procedures and processes, ensuring they are fit for purpose and maximise efficiency, making recommendations for improvements where identified and implementing agreed change.	10%
3. To provide detailed advice and guidance on UK and international Payroll legislation to internal and external customers, using judgement to suggest the most appropriate course of action where appropriate. Liaising with the University's appointed international tax advisors where necessary.	10%

Key accountabilities/primary responsibilities		% Time
4.	To be the main point of contact for and to work closely with the University's international payroll providers regarding international pay information, statutory deductions, withholding and reporting responsibilities.	15%
5.	To work closely with the University's Human Resources Managers (International) to ensure seamless and professional international working arrangements for the University and its staff.	15%
6.	To provide the Deputy Head of Payroll with the necessary data and reports to evidence completion of international month end audit checks and processes within set deadlines.	5 %
7.	To reconcile all international statutory deductions and support the Deputy Head of Payroll to ensure payments to overseas authorities are made accurately and on time.	5%
8.	To attend internal and external meetings, when required, ensuring that international Payroll issues are appropriately represented and reported.	5%
9.	To assist in User Acceptance Testing (UAT) of system upgrades and software installations, focusing on the possible impact on the University's international payroll obligations.	5%
10.	Any other relevant duties as required.	5%

Internal and external relationships
<ul style="list-style-type: none"> • Head of Payroll and Pensions • Deputy Head of Payroll • University's appointed Tax Advisors • University's International Payroll providers • Payroll Team • Deputy Head of Pensions • Pensions Team • Human Resources • International Business Team • Financial Systems Accountants • HMRC

Special Requirements
<ul style="list-style-type: none"> • Flexibility, attention to detail and promoting a 'can do' attitude. • Effective team working with an emphasis on meeting processing deadlines. • Willingness to explore new working practices to enhance customer care and add value. • To uphold the University's values of excellence, creativity, community and integrity.

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>CIPP Foundation Degree in Payroll Management or equivalent qualification.</p> <p>Proven UK and international payroll work experience acquired in relevant roles and job-related training.</p> <p>Able to apply a comprehensive understanding of relevant University systems and procedures and procedures, and an awareness of activities in the broader work area.</p> <p>Ability to accurately analyse and interpret complex quantitative and qualitative data, presenting summary information in a clear and concise format.</p> <p>Ability to make effective use of standard office computer systems including word-processing and spreadsheets.</p>	Financial administration experience.	Interview and probationary period
Planning and organising	<p>Able to plan and prioritise a range of one's own, and the team's, international payroll activities.</p> <p>Ability to successfully plan and deliver administrative projects over a period of several months.(e.g. to co-ordinate an event)</p>		Probationary period
Problem solving and initiative	<p>Able to identify and solve problems by applying judgement and initiative to tackle some situations in new ways and by developing improved work methods.</p>		Interview and probationary period
Management and teamwork	<p>Able to solicit ideas and opinions to help form specific work plans.</p> <p>Able to positively influence the way a team works together.</p> <p>Able to ensure staff are clear about changing work priorities and service expectations.</p>		Probationary period
Communicating and influencing	<p>Able to elicit information to identify specific customer needs.</p> <p>Able to offer proactive advice and guidance.</p> <p>Ability to deal with sensitive information in a confidential manner.</p>		Probationary period
Other skills and behaviours			
Special requirements			

JOB HAZARD ANALYSIS

Is this an office-based post?

<input type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			