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| Last updated: | August 2022 |

**JOB DESCRIPTION**

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| Post title: | Payroll Administrator | | |
| Academic Unit/Service: | Finance | | |
| Faculty: | Professional Services | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 2B |
| \*ERE category: | n/a | | |
| Posts responsible to: | Payroll Team Leader | | |
| Posts responsible for: | n/a | | |
| Post base: |  | | |

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| Job purpose |
| Working efficiently within a team to process all payroll and pensions data in a timely and accurate manner including contractual notifications (e.g. starters, leavers, post changes, pension schemes), statutory payments and deductions, overpayments and customer queries.  To prioritise workloads to meet month end and statutory deadlines.  To provide a professional and customer focused payroll service.  To provide advice subject to GDPR and Financial Services Act constraints. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To validate, administer and check high volumes of data processed through the payroll, taking account of all internal controls and procedures. | 60% |
|  | To develop and maintain a working knowledge of statutory and contractual payroll matters e.g. Tax, NI, SSP, SMP, SPP, ShPP, salary sacrifice etc. | 5% |
|  | To maintain accurate payroll documentation and records to support payroll transactions. | 5% |
|  | To provide excellent customer service, resolving queries and requests from employees, Casual workers, pensioners, and other University colleagues. | 15% |
|  | To assist in User Acceptance Testing (UAT) of system upgrades and software installations. | 5% |
|  | To assist with both personal development and business continuity requirements by positively contributing to special projects, team meetings and training when required. | 5% |
|  | Any other duties requested by the Team Leader or Manager of Payroll. | 5% |
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| Internal and external relationships |
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| * Providing staff, casual workers and pensioners with payroll advice and support. * Liaising with teams and individuals, within the Finance and HR departments and across the wider University, to provide payroll advice and support. * Building and maintaining good relationships with Finance, HR and third parties such as HMRC and other agencies. * Projecting a ‘can do’ attitude and a pro-active way of working. |

| Special Requirements |
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| * Flexibility and attention to detail. * Willingness to explore new working practices to enhance customer care and add value. * Effective team working with an emphasis on meeting processing deadlines. * Upholding the University’s values of excellence, creativity and integrity * Compliance with GDPR and Financial Services Acts. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | GCSE, NVQ2, City and Guilds or equivalent qualification.  Full current knowledge of payroll legislation. | Experience of using ResourceLink or similar computerised HR and Payroll system. | Application and interview |
| Planning and organising | Able to effectively organise allocated work activities and assist with non-standard tasks ensuring deadlines are met. |  | Interview |
| Problem solving and initiative | Able to analyse data, identify and solve a range of system queries/problems by reference to established procedures and/or past experience, and also to identify potential improvements to current processes.  Ability to use own initiative to provide quality customer service. |  | Application and interview |
| Management and teamwork | Ability to contribute to team efficiency through sharing information and constructively supporting others. |  | Interview |
| Communicating and influencing | Proven interpersonal and communication skills and ability to communicate effectively with staff at all levels across the University.  Awareness of the importance and principles of Customer Care with ability to deal with sensitive information in a confidential and professional manner.  Able to apply an understanding of relevant university systems and procedures and an awareness of activities in the broader work area. |  | Application and interview |
| Other skills and behaviours | Competent user of MS Office applications (Word, Excel, Teams) |  | Application and interview |
| Special requirements | To uphold the University’s values of excellence, creativity, and integrity. |  | Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| 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. |
| 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.

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| **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 |  |  |  |