**Bishop Grosseteste University**

**Job Title: Payroll Officer**

**Department: Finance**

**Grade: 5**

**Accountable to: Head of Finance**

**Responsible for: n/a**

**Job Purpose:**

To deliver a comprehensive, managed, payroll function on behalf of Bishop Grosseteste University & BG (Lincoln) Ltd ensuring statutory compliance. To produce payroll reports and liaise with the Human Resources department. To communicate with staff at all levels within the University & BG (Lincoln) Ltd in a clear and concise manner to enable employees to understand all payments and deductions made.

**Key Duties and Responsibilities:**

**Specific tasks**:

1. To produce for payment the University payroll including payments to salaried employees, visiting tutors and casual workers (e.g. student helpers).
2. To produce for payment the BG (Lincoln) Ltd payroll including payments to salaried and casual employees.
3. To produce for payment the external examines payroll including fee payments and reimbursement of expenses.
4. To act as first point of contact for internal and external stakeholders, providing support and guidance for all payroll & pensions enquiries. To offer a first class, customer focused service, dealing with enquiries in person, by telephone, by email or letter.
5. To liaise closely with the HR department regarding all matters that are necessary for efficient payroll processing including starters, leavers, sickness absence, maternity/paternity/adoption pay, contract changes etc.
6. To gain & maintain a good working knowledge of the payroll system, its operation and maintenance in order to update and maintain where appropriate. To liaise with internal and external systems support personnel where required. To attend payroll software user group meetings and training as required.
7. To plan, prioritise and organise workload using own initiative ensuring deadlines are adhered to and payroll matters dealt with in a timely and efficient manner.
8. To ensure payroll legislation is applied correctly including statutory sickness & maternity/paternity/adoption payments, pension reform, RTI, AEOs, DEOs, etc.
9. To accurately import timesheets & VT pay claims in a timely and efficient manner, ensuring costs are charged to appropriate budget codes.
10. To ensure all necessary payroll data for tax codes, NI letters, student loans, etc are applied in a timely manner.
11. To analyse the Net Pay Variance Analysis & Exceptions reports on a monthly basis, justifying variances, identifying and correcting errors and making any necessary adjustments to ensure accuracy of data. To review the monthly control reports for each payroll ready for checking & processing by Head of Finance.
12. To thoroughly understand and implement University policies and government regulations affecting payroll procedures.
13. To provide information for, and if necessary assist in the production of, the University payroll budget and financial updates. To produce payroll reports as required by management to assist in decision making and financial reporting.
14. To produce and submit timely and accurate data as required to HMRC and pensions providers on a monthly basis.
15. To produce and submit monthly information as required for the Teachers’ Pension Scheme, Local Government Pension Scheme, USS and Friends Life DC pension scheme.
16. To lead on payroll audits as and when required, liaising with internal and external auditors on all aspects of payroll management.
17. To develop and maintain an effective working relationship with all University employees and external examiners as appropriate.
18. To raise payment requests for payments to external bodies arising from the monthly payroll processing e.g. pensions deductions, statutory deductions, union subs, court orders, etc.
19. To complete all necessary year end tasks, including P60s, P11Ds, reconciliations, data integrity checks, producing reports, making submissions in accordance with statutory requirements.
20. To complete all necessary year end returns for pension providers including LGPS annual return, TP annual service return and USS year end salary data and submit them within statutory deadlines.
21. To provide information for annual pensions reclaims to funding councils where appropriate. To calculate pension provisions for year end annual accounts.
22. To review existing payroll processes and make improvements where appropriate and develop new procedures as appropriate. To develop a procedure manual of all payroll and pension related processes to provide resilience and consistency within the function.
23. To gain and maintain a thorough knowledge of the operation and rules for LGPS, Teachers’ Pensions, USS and Friends Life schemes including attending any relevant pensions meetings & training. To be able to report implications of proposed changes to employees in a simple but accurate manner.
24. To carry out all other administrative duties connected with payroll processing.
25. To provide general cover within the finance office during periods of absence or sickness (i.e. invoice processing etc)
26. To maintain absolute discretion about sensitive and confidential matters at all times.

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**General tasks:**

* The post holder must comply with the University’s Financial Regulations, Equal Opportunities Policy, Race Equality Policy, Health and Safety Welfare Policy and other relevant University policies, legislation and best practice.
* At all times, maintain professional standards in relationships, demonstrating a commitment to upholding Equal Opportunities and Diversity principles.
* To undertake any appropriate training which may be required to enhance performance in relation to the duties of the post, attend staff development sessions and participate in an annual appraisal process.

*The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.*

**PERSON SPECIFICATION**

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|  | **Core** | **Supplementary** |
| **Education/qualifications and special training** | Good standard of general education (including minimum of GCSE Grade C in English and Maths).  Educated to A level or NVQ3 or possess relevant equivalent experience. | Educated with a relevant Degree or extensive work in a similar environment.  Professional payroll qualification such as CIPP. |
| **Knowledge and Skills** | Excellent IT skills (Word; Excel).  Knowledge of PAYE and associated payroll processes.  Use of computerised payroll systems.  Excellent organisational skills and the ability to organise and manipulate complex data.  Excellent communication skills and the ability to communicate with staff at all levels of the organisation.  Ability to work successfully as part of a team, and on own initiative.  Ability to maintain accuracy under pressure and when working to tight deadlines.  Ability to handle difficult situations.  Ability to prioritise workloads.  Effective office skills including preparation of correspondence and other documents, filing etc. | Ability to devise, implement and review new systems of operation.  Use of iTrent payroll software.  Knowledge of Teachers and Local Government Pension Schemes |
| **Experience** | Experience of processing and running a payroll operation.  Experience of producing and interpreting financial and statistical information.  Experience of working with administrative systems/processes. | Experience in an autonomous administrative role in preferably the Higher/Further Education or NHS sector. |
| **Personality Attributes** | Conscientious, enthusiastic and self motivated.  Methodical with an eye for detail.  Ability to deal professionally and empathetically with staff at all levels and with students.  Pro-active, motivated and flexible.  Reliable and approachable.  Able and willing to multi-task.  Able to work with tact and diplomacy and have negotiation skills.  Flexible in approach to work and willing to undertake further training as required.  Able to work alone and within a team.  Discretion when handling confidential and highly sensitive information. |  |