

## Candidate Information

**Position:** Senior Payroll Administrator  
**School/Department:** Financial Services  
**Reference:** 23/111441  
**Closing Date:** Monday 4 December 2023  
**Salary:** £28,539 - £33,642 per annum  
**Anticipated Interview Date:** Monday 8 January 2024  
**Duration:** Permanent - Full Time

### JOB PURPOSE:

To be responsible for the accurate and timely processing of university payrolls according to statutory and University defined guidelines for categories of payees assigned by the Payroll Manager.

### MAJOR DUTIES:

1. Responsible for the end-to-end payroll processing for the categories of staff allocated to include maintenance and update staff records in relation to Sick Pay, Maternity Pay, Paternity Pay, Adoption Pay, amongst other elements in accordance with payroll legislation and University deadlines and procedures.
2. Lead on the provision the payroll service for the University's Extended Workforce, working with the Extended Workforce team in P&C and ensuring appropriate processes and routines are in place for monthly process of data from the Extended Workforce assignment management / payroll system.
3. Point of contact in Payroll team for HMRC Employment Status and provide advice and guidance to P&C and Finance teams, as well as Schools and Directorates.
4. Oversee payroll processing for NHS joint appointees, ensuring pay scales, pension contributions and other NHS related elements are processing accurately and on time.
5. Liaise with Queen's Pension team to ensure accurate and timely monthly processing is in place and support with reconciliation, external stakeholder reporting, ensuring that process is optimised.
6. Assist with the maintenance and update of all manuals, standard operating procedures, checklists for the Salaries team.
7. Responsible for managing the contract with third party supplier for payslip production and issue, including tendering, financial management, data and contract management.
8. As necessary, develop new processes through University Digital team using digital technologies.
9. Oversee the provision of the service for staff payroll related queries ensuring queries are dealt with promptly, including the completion of forms from the Inland Revenue, DSS offices, Banks and Building Societies, Solicitors and other external bodies.
10. Process monthly payments via third party BACS provider, as required.
11. Deputise for Assistant Payroll Supervisor as required.
12. Carry out any other duties which are appropriate to the post as may be reasonably requested by Line Manager.

### ESSENTIAL CRITERIA:

1. BTEC Level 3 Qualification in Payroll.
2. Comprehensive understanding of employment legislation as it relates to payroll.
3. Substantial experience gained working in a large-scale Payroll Department.
4. Substantial experience using a large-scale complex payroll system paying £75million+ per annum.
5. Experience in the design, manipulation and maintenance of spreadsheets and databases.
6. Project managed small/medium sized continuous improvement initiatives.
7. Experience in the administration of Salary Sacrifice Schemes.
8. Understanding of accounting principles and reconciling control accounts.
9. Comprehensive understanding of payroll and employment legislation and the ability to apply the legislation accurately.
10. Appropriate level of ICT skills including the use of complex spreadsheets and databases.

11. Strong numeracy skills.
12. An understanding of personnel practises and procedures.
13. Good oral and written communication skills.
14. Ability to work as part of a team.
15. Ability to use initiative.
16. Organisational and time management skills and ability to plan and organise short term activities and events.
17. Ability to assign tasks to others and be responsible for ensuring work is completed to the required timescales and standards.
18. Flexible, willing to adapt to new tasks and duties.
19. Proven track record of developing effective working relationships.
20. Experience in driving process improvement and documentation.
21. Ability to manage and prioritise workload and to meet strict deadlines and quality standards.
22. Excellent verbal and written communication skills.
23. Team Player.
24. Excellent customer service.
25. Ability to work under pressure and to prioritise tasks to meet strict processing deadlines.
26. Ability to show initiative and work with minimum supervision.

**DESIRABLE CRITERIA:**

1. BTEC Level 3 Certificate in Payroll supervision.
2. Higher education experience.
3. Detailed knowledge of pensions guidelines and procedures.
4. Experience of supervising staff.
5. Knowledge of complex pension schemes.
6. Good Presentation skills.