Candidate Information

Position: Payroll Administrator
School/Department: Finance
Reference: 24/111644
Closing Date: Monday 8 April 2024
Salary: £25,641 - £28,539 per annum
Anticipated Interview Date: Tuesday 16 April 2024

JOB PURPOSE:

To be responsible for accurate and timely processing of university payrolls according to statutory and university set guidelines for categories of payees set by payroll manager.

MAJOR DUTIES:

1. Operate Payroll systems for the input and output of data in accordance with the organisational internal control policies and procedures.
2. Plan, organise and prioritise own workload and provide assistance to other team members (including sick/annual leave), to achieve agreed objectives and ensure all relevant deadlines are met, including statutory reporting deadlines.
3. Maintain accuracy and timeliness at all levels of work.
4. Support and provide a quality customer focused service ensuring customer needs are met in a prompt and professional manner. Maintain professional working relationships with both internal and external customers and further develop networks with a variety of external bodies.
5. Administration of company pension and salary sacrifice schemes.
6. Deliver day-to-day administrative support and deal with all relevant queries for the work area.
7. Contribute to the planning and implementation of operations and control procedures, providing recommendations to the line manager on development requirements using initiative to resolve problems where the optimal solution may not be immediately apparent.
8. Prepare, review and process documentation in accordance with internal control procedures for the relevant work area.
9. Propose and assist in the development of policies and procedures to maintain sound systems of financial internal controls in the relevant area.
10. Maintain an up-to-date knowledge of relevant regulations in the area of work and be responsible for dissemination of this information to others.
11. Be supportive and encouraging of others in the team, showing flexibility in the delivery of team results. This may from time to time involve working outside normal hours in order to achieve defined objectives.
12. Maintain and file data for the operation of systems in an efficient manner for easy access and ensuring all confidential information is filed appropriately.
13. Conscious of data protection and GDPR.
14. Undertake any other duties commensurate with the remit of the post as requested by management and operate rotation of duties within other sections of the Finance Department for similar grade posts which may involve travel to other campuses as and when required.

ESSENTIAL CRITERIA:

1. A minimum of 5 GCSE's at Grade C or above (or equivalent) to include English Language and Mathematics or NVQ Level 2 in a Finance related subject. Or substantial relevant experience of working in payroll administration office.
2. Comprehensive understanding of employment legislation as it relates to payroll and ability to apply it accurately.
3. Proficient in spreadsheets and outlook.
4. Experience in the administration of Salary Sacrifice Schemes.

5. Experience of reconciliation of financial records.
6. Experience of inputting and extracting data in a complex financial IT system.
7. Appropriate level of ICT skills.
8. Good oral and written communication skills.
9. Ability to work as part of a team.
10. Ability to use initiative.
11. Ability to manage and prioritise workload and to meet strict deadlines and quality standards.
12. Excellent verbal and written communication skills.
13. Team Player.
14. Excellent customer service.
15. Ability to work under pressure and to prioritise tasks to meet strict processing deadlines.
16. Ability to show initiative and work with minimum supervision.

DESIRABLE CRITERIA:
1. Payroll certification.
2. Detailed knowledge of pensions guidelines and procedures.
3. Book-keeping or experience/qualification in area of work e.g. payroll/pension experience/qualification, sales ledger/purchase ledger experience.