

Job Description

General Details

Job title:	Payroll Manager (HR18/04)
School/Service:	Human Resources & Organisational Development
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full Time, 1.0fte
Grade/Salary:	Grade 8
Date Prepared:	December 2018

Job Purpose

- To lead and manage the provision of the University's in-house payroll & pensions service, ensuring statutory and regulatory compliance and governance, high levels of operational performance, customer service and value for money.
- To lead the development, management and maintenance of the University's integrated HR/payroll system together with the provision of management information to relevant parties.
- To assist with the development and timely submission of the University's statutory and regulatory returns (i.e. HESA, UCEA, Inland Revenue, Department for Work and Pension Providers).
- To provide high level advice and guidance to the University on all matters relating to payroll including pensions and legislative requirements.

Relationships

Reporting to:	Assistant Director of Human Resources & Organisational Development
Responsible for:	Payroll and Systems Administrator (x3)

Main Activities

1. To be responsible for the provision of accurately and timely production of the University's payroll, including allowances and deductions and ensuring compliance with statutory regulations currently in force.
2. To be responsible for ensuring that proper records ancillary to the payroll operation are accurately and properly prepared and maintained, and that those records are retained in a confidential, secure and readily accessible manner i.e. allowing speedy reference/management reporting, consistent with prevailing statutory duties.
3. To be responsible for the overall security of payroll operations including carrying out internal checks and regular reconciliation of control accounts in accordance with payroll procedures and audit requirements.

4. Provide information and advice to the Assistant Director of HR&OD in relation to changes in the statutory framework in respect of tax, national insurance, sick pay, maternity pay and parental leave etc. and to liaise with other staff with delegated authority in respect of such matters.
5. To ensure the University is compliant with requirements for HMRC and the operation of its Pension Schemes (i.e. Local Government Superannuation Scheme, Teachers' Pension Scheme, Staffordshire Pension Fund and NEST), that the schemes are appropriately administered and managed, deductions accurately made and preparing and ensuring submission of accurate returns and information as may be required.
6. To liaise with Finance in relation to the processing of payrolls and the collation of payroll information.
7. To take the lead in the development, management and maintenance of the University's integrated HR/payroll system, co-ordinate upgrades and provide training and guidance to all users of the system. Liaise with software suppliers and Digital Services in respect of enhancements, upgrades and 'fixes' in respect of the system.
8. Acts as systems administrator with the responsibility for the maintenance of all pay related parameters and system controls on the integrated HR/payroll system including ensuring that database records are created and maintained in order to produce meaningful reporting.
9. To assist with the production of management reporting information, as required by the University and provide timely responses.
10. To manage the payroll team.
11. To contribute to the work of any other areas of Human Resources and Organisational Development, as required.
12. To undertake any other duties commensurate with the grade and scope of the role as determined by the Assistant Director of Human Resources and Organisational Development.

Special Conditions

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.