

University of London Job Specification

Job Title: Payroll Administrator

Department: HR Division

Section: Payroll

Level: Level 05 (CTS)

Post number XXXX

Job Purpose:	Reporting to the Deputy Payroll Manager, the job holder will be responsible for administering payroll for cost centres within five PAYE schemes, all paid on a monthly basis. The post holder might be required to provide cover for pension and benefit administration.	
Job Content:	Percentage breakdown of time spent on each duty or on a related group of duties	%
	<ol style="list-style-type: none"> 1. Input employee pay data onto Payroll system, update and maintain payroll records including calculation and data entry in respect of temporary and permanent adjustments to standing data 2. Assist with review of the month end payroll reports to ensure errors have been captured and corrected prior to the payroll submission 3. Liaison with internal departments regarding the submitted payroll and other related queries, promoting awareness of payroll deadlines and managing adjustment submissions in line with the payroll calendar 4. Preparation and distribution of all leaver documentation 5. Dealing with enquiries from internal and external customers including HMRC and Contributions Agencies 6. Administration of absence including, Sick pay, Maternity Leave, Paternity Leave and Shared Parental Leave in accordance with statutory and contractual obligations 7. Monthly administration tasks including filing and distribution of reports and payslips, making sure these have been distributed in line with the agreed payroll deadlines 8. To engage in review of process improvements and implementation of changes to working practices and guidelines due to legislation or other factors including system improvements and promote awareness across the organisation 	

<p>9. Providing administrative support and cover for payroll colleagues during period of absence and taking ownership for making sure up to date knowledge of related tasks is maintained</p> <p>10. Assistance with pension administration including opt outs and other related changes as well as monthly reconciliation of the contribution files and submission to the relevant pension providers. Making sure submission has been completed in line with the allocated deadlines</p> <p>11. To promote and administer our benefit offering making sure changes have been captured in relevant month for payroll purposes</p> <p>12. To support Deputy Payroll Manager with completion of the project work and actively contribute to the implementation process</p> <p>13. To support the Customer Service Strategy in providing customer service excellence to our key stakeholders</p> <p>14. To actively contribute and engage in achieving the departmental objectives</p> <p>15. Any other duties consistent with both the grade and scope of the post</p> <p>16. Any other duties reasonably required of the postholder by the Deputy Payroll Manager / HR Director following consultation</p>	
<p>Reports to:</p> <p>Responsible for:</p>	<p>Deputy Payroll Manager</p> <p>None</p>
<p>Additional demands of the role:</p>	<p>None</p>

Person Specification
<p><u>EXPERIENCE & PERSONAL QUALITIES</u></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> • Demonstrable, substantial experience in a similar role, including extensive experience of calculating pay and statutory deductions. • A reliable individual with a mature approach to work. • A confident and friendly communicator, able to establish and maintain good relationships with colleagues at all levels. • The postholder must adopt a helpful approach, be tactful in dealing with queries and maintain discretion at all times.

- Excellent organisational skills, a disciplined approach and the ability to maintain superior standards of accuracy and meticulous attention to detail while working under pressure to immutable deadlines.

TECHNICAL KNOWLEDGE & SKILLS

Essential:

- A high level of numeracy and familiarity with the principles and practices of a computerised payroll system.
- Excellent knowledge of Tax and National Insurance Regulations.
- Knowledge of Microsoft Office package including Word and Excel.
- Excellent communication skills; the postholder must be able to provide detailed information and express thoughts and concepts, clearly and effectively, both verbally and in writing.

Desirable:

- Knowledge of Business World payroll system
- Previous experience of SAUL and USS pension schemes is desirable but not necessary.
- Ability to undertake manual payroll calculations.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

- A good standard of general education. Maths and English to GCSE level (or equivalent by experience and/or ability).
- Hold or be studying for the Chartered Institute of Payroll Professionals Foundation Degree.

COMPETENCY REQUIREMENTS

<u>Competencies</u>	<u>Essential</u>	<u>Desirable</u>
Proactivity and planning	C	
Working collaboratively with others	C	
Organisational commitment	D	
Resilience	C	
Adapting to change	C	
Problem solving and decision making	C	
Creativity and innovation	C	
Interpersonal understanding	B	

Striving for excellence	D	
Managing resources	B	
Commercial awareness	B	
Self-development and learning	B	
Leadership	A	
Performance management	A	

Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.

For further information on each of the competencies and relevant levels, please refer to the University's Competency Model <http://www.london.ac.uk/5258>