Job Description 036

1.Job Details

Job Title:	**Payroll Manager**
School/Support Department:	**Finance Department**
Line Manager:	**Assistant Director of Finance**

2. Job Purpose

To manage the payroll team in order to deliver an efficient and effective service to over 10,000 University staff, students and pensioners.

3. Main Responsibilities

		Approx. % of time
1.	To advise the management team, staff, students and line managers on issues of pay, tax, national insurance, pension and other voluntary deductions. This involves interpreting legislation and regulations to ensure correct advice is given	20%
2.	To research, identify and communicate the potential payroll implications to senior management of existing and proposed legislation.	15%
3.	Manage the payroll input to payroll systems development; to continually review processes and working practices to ensure University maintains an up-to-date, effective payroll service whilst protecting payroll integrity and security	25%
4.	To manage the payroll team of 9 staff; to ensuring timely and accurate delivery of the payroll; to ensure appropriate reconciliations performed and monies are remitted accurately and on time	30%
5.	To liaise with external agencies e.g. HM Revenue and Customs, Treasury, etc. to plan new initiatives, verify information held by the University in respect of employment, Tax, National Insurance and Pension schemes; ensure monthly and annual returns are correct and on time.	10%

4. Planning and Organisation

- Manage projects relating to own area of work
- Anticipate the implications of new regulations/legislation and to determine the most appropriate method of implementing changes
- Plan and organise the work of the payroll office over periods of typically at least a year's timeframe as well as with HR/MIS for longer term projects ensuring that they are fully resourced and internal and external deadlines are met

5. Problem Solving

- To be aware of complex regulations in order to provide correct advice e.g. on Double Taxation agreements for coming into or going to work abroad
- To ensure service provision is professional and consistent when advising College HR Managers/staff on resolution of problems in their operational areas
- To devise policies and procedures to ensure the integrity and security of the payroll

6. Decision Making

- How best to allocate resources to ensure the efficient running of payroll
- Design procedures to ensure the integrity of payroll is not compromised.
- Make most decisions with regards to the running of the payroll section
- Ensure that the development needs of the staff are identified and met

7. Key Contacts/Relationships

- Excellent communication skills needed to convey complex payroll matters to all levels of staff
- Liaise with senior staff to discuss policy issues
- Mentor colleagues with less experience and advise them on personal development
- Membership of various project teams required as the representative for Payroll and/or Finance. Current projects include: Sickness Absence Monitoring, Sickness Absence Payment Project, Pay Reward and Modernisation Project, Tutors and Demonstrators Working party, Casual Salaries Project, Central users Group, Re-engineering Employment Lifecycle Processes (RELP) Project
- Liaise with external organisation on payroll policy and regulatory matters and to resolve staff problems e.g. HM Revenue and Customs, Department of Works and Pensions, Banks, Lawyers, Sheriff Officers
- Liaise with ORACLE system software provider on payroll system issues
- Regular contact with auditors both external and internal on payroll integrity matters.
- Liaise with colleagues within the HE sector to resolve issues and provide advice

8. Knowledge, Skills and Experience Needed for the Job

- Educated to degree level, IPPM qualified to diploma level, and have a minimum of 5-7 years experience of payroll management in a large complex organisation or equivalent
- Experience of managing a team and developing innovative solutions to problems and implementing consequent changes
- Highly proficient in interpreting payroll rules and regulations
- Good IT skills with some experience of implementing new Payroll systems in large complex organisation
- Knowledge of occupational pension schemes, and pension scheme administration
- Excellent communication skills
- Ability to work to and meet multiple and tight deadlines

9. Dimensions

- Manage a team of 9 staff
- Responsible for payments to about 10,000 employees, students and pensioners.
- Total payroll is in excess of £200 million (04/05)
- Payments to external bodies of approx £60 million have to be made accurately and promptly to avoid financial penalties
- Professionalism needed as regularly deal with sensitive and confidential issues

10. Job Context and any other relevant information

Managing a specialist team working to tight internal and external deadlines within an ever-changing regulatory framework. A sound knowledge of payroll rules and regulations, financial control principles and accounting practices is essential.