

JOB DESCRIPTION

Post:	Payroll Manager
Reports to:	Director of HR
Responsible for	Payroll Administrator (0.6 FTE)
Salary:	£30,000 - £35,000 (full-time) DOE
Hours of work:	35 hours - flexibility will be needed

Main Objective

To undertake the sole payroll function, pensions administration and systems administration of an integrated HR/Payroll system. Responsible to the Director of HR in ensuring that the College payroll is managed in a robust, accurate and timely fashion and in compliance with relevant statutory provisions and College financial rules and procedures.

Purpose and scope of job role

1. Responsible to the Director of HR for carrying out the day to day payroll function assisted by the Payroll Administrator.
2. Ensures timely and accurate remuneration of staff and pensioners.
3. Processes all monthly payment details e.g. basic pay, overtime, expenses, sick pay and sessional lecturer or casual staff pay.
4. Reviews and reports on developments or changes for implementation in accordance with relevant pensions schemes namely the. Local Government Scheme and Teachers Pension Scheme.
5. Ensures the College's responsibilities in relation to pension's auto-enrolment are carried out.
6. Ensures completion of the annual payment schedule and any monthly or annual returns such as to Teachers' Pensions or the Local Government Pension Scheme as directed.
7. Validates and authorises BACS payments in liaison with Finance.
8. Ensures all HMRC reports are in compliance and reported as required and supports the HR Team in producing other statutory reports as required.
9. Ensures disaster recovery and business continuity plans are robust and fully tested.

10. Ensures the development and maintenance of the iTrent HR/Payroll system, with particular responsibility for Payroll, undertaking systems administration as required.
11. Maintains, reviews and implements HR/Payroll transactional processes as necessary to ensure high service quality,
12. Responsible to the Director of HR for the on-going maintenance and integrity of HR/Payroll system as directed.
13. Ensures that the HR/Payroll system is operational with regular software updates as supplied by the software vendor.
14. Test system upgrades before going live and manage system configuration framework.
15. Work closely with IT and system vendor to ensure proper functioning of the system.
16. Ensure effective HR/Payroll system security and appropriate User access profiles.
17. Assists in developing, implementing and delivering user training as required.
18. Develops and produces standard and non-standard management information reports as required.
19. Produces reports by using business objects e.g. GPG, Budgets, staff utilisation,
20. Maintains absolute confidentiality on all issues and to deal with issues of a sensitive or personal nature in a professional manner.
21. Assists in research or special projects and carry out any other comparable duties commiserate with grade as directed by the Director of HR.
22. Monitors the processes and results to ensure adherence with the College's Equality and Diversity Procedures, relevant legislation and other College policies.
23. The role will work closely with the HR function to ensure seamless, integrated and coherent services are delivered to managers and staff in the College
24. Uses the College IT systems to retrieve and analyses data and information from a variety of databases and systems
25. Assist with the analysis of complex data sets, be analytical and developing appropriate solutions/recommendations
26. As required assimilate, understand and implement a range of regulations, conditions and procedures.

27. Establish effective relations with colleagues, teaching and support staff and members of the public.

General

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and corporate targets within the College's annual planning and staff performance review processes and budgetary constraints in order to create and maintain high performance of students and the College and:

- Actively promote the values of the College: student focus, responsibility, integrity, collaboration and respect.
- Actively promote British values and equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices, creating an inclusive learning environment and workplace for students and staff respectively.
- Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
- Be committed to professional development, through participation in the College continuing professional development programme which includes commercial upskilling, staff learning days and training events appropriate to the job role.
- Develop effective relationships with internal and external stakeholders and partners as appropriate to the role.
- Comply with and promote College Safeguarding (including Prevent), Data Protection and Health and Safety policies and procedures and to undertake recommended training as and when necessary.
- Identify and manage risk effectively.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- Support cross college events such as Open Evenings and Enrolment sessions when required.
- Adhere to and ensure compliance with all College Procedures and as detailed in the Staff Handbook.
- At all times seek to serve the best interests of the College.

- To provide cover for colleagues during periods of holiday or sickness absence.

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

	Essential
Qualifications	IPPM qualification or significant relevant experience
	Level 2 maths and English qualification
Key Experiences	Demonstrable payroll experience, including manual calculations. Experience of working in payroll in the education or public sector (or private provider running an education payroll). Good knowledge of HR processes and clear understanding and experience of transactional HR services.
	Experience of running a payroll from an integrated HR/Payroll System (preferably Midland iTrent system and Business objects
	Experience of using IT systems to retrieve and analyse data and information from a variety of databases and systems.
	Possess excellent customer service skills
	Able to analyse complex data sets, be analytical and developing appropriate solutions/recommendations
	Proven ability to assimilate, understand and implement a range of regulations, conditions and procedures eg auto enrolment, pension schemes.
	Possess a high level of interpersonal and communication skills sufficient to establish effective relations with colleagues, teaching and support staff and members of the public.

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