1 Advertisement

Post Title: Payroll Data Reconciliation Supervisor  
School/department: Human Resources (Payroll)  
Hours: Full time (36.5 hours per week, part time hours will be considered with a minimum of 30 hours per week)  
Contract: permanent  
Reference: 2565  
Salary: starting at £30,046 and rising to £33,797 per annum  
Placed on: HR to enter this date  
Closing date: Wednesday 12th November  
Expected Interview date: November 2019  
Expected start date: December 2019/January 2020

An experienced Payroll/Pensions or Finance professional is required as soon as possible to join a busy team of ten.

The job holder is responsible for delivering accurate and timely reporting to the Universities main pension provider, University Superannuation Scheme, and completing all Payroll financial reconciliations.

The job holder will work with the Payroll Manager and alongside the Payroll Supervisor to ensure the timely and accurate delivery of three monthly Payroll’s, with line-management responsibility for the University casual pay cycle.

A high level of accuracy and ability to understand and convey technical information to provide a clear explanation to others is essential. Knowledge and experience of Payroll, Pensions or Financial Reconciliations would be advantageous.

For full details and how to apply see our vacancies page

The University of Sussex is committed to equality of opportunity

2. The School / Division

The role will form part of the University Payroll team, which is part of the Human Resources Division

Information about the Human Resources division can be found on our website:  
http://www.sussex.ac.uk/humanresources/
3. **Job Description**

**UNIVERSITY OF SUSSEX**

**Job Title:** Payroll Reconciliation Supervisor

**Grade:** 6

**School/Department:** Human Resources

**Location:** Sussex House

**Line Manager:** Payroll Manager

**Job Purpose and Overview:**

The job holder is responsible for delivering accurate and timely reporting to the Universities main pension provider, University Superannuation Scheme, and completing all Payroll financial reconciliations.

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**No. of direct reports:** 2

**Direct Report Titles:**
- Senior Payroll Assistant (1)
- Payroll and Administration Assistant (1)

**Key Contacts:**

Internally the job holder regularly interacts with other members of the HR Division; in particular the Pensions Manager, the Reward Manager, and HR Insight Analyst. The job holder also interacts with finance colleagues; schools & department managers and other staff.

Externally the job holder is responsible for the interaction with three main stakeholders; the University Superannuation Scheme, Prudential and Nest Pensions.

**Main Accountabilities:**

1. Oversee the delivery of the University casual pay cycle. In the absence of the Payroll Supervisor to supervise the processing of a third party Payroll.

2. In the absence of the Payroll Manager & Pensions Manager, act as the University subject matter expert in the operation and be the University’s payroll Subject Matter Expert in the operation of USS and NEST Pension Contributions.

3. To be the subject matter expert for the interaction between PAYE and pensions, ensuring their knowledge around the impact of pension adjustments to an employees pay is kept up to date.
4. Manage the delivery of the USS Pension Contributions; adjustments, submission of returns, opt out requests, reconciliation, submission and payment in line with Scheme rules & regulations.

5. Process the Payroll financial reconciliations & journals. Ensuring reconciliations are performed and monies remitted accurately and on time; specifically balancing all payroll related control accounts and preparing the monthly tax and NI payments to HMRC for both the University and the third-party payrolls.

6. Ensure payroll knowledge for self is current and assist the Payroll Manager and Payroll Supervisor with delivery of training in-line with the needs of the Payroll team.

7. Assist with Payroll audits and liaise with auditors as appropriate to ensure audits relating to Payroll can be undertaken in full and that compliance is sustained through continuous improvement.

8. Undertake annual staff appraisals for direct reports.

The responsibilities of the jobholder may vary from time to time without changing the general character & accountabilities of the post or the level of responsibility entailed.

Activities (HERA Competencies):

1. Communication
   a. Liaise with the University pension provider to quickly solve reporting issues and to meet all deadlines set by them.
   b. Communicate with Finance to facilitate the delivery of Payroll reconciliations and internal audits, as required.
   c. Present training material to the Payroll team in a clear and concise manner to ensure understanding of the subject matter.
   d. Written communications include letters, emails and the development of user documentation & guidance notes for university payroll processes.

2. Teamwork and Motivation
   a. Responsible for the Senior Payroll Assistant and Payroll Administration Assistant. This includes overseeing deliverables and monitoring effectiveness, reporting to the Payroll Manager as required.
   b. Manage the Senior Payroll Assistant and assist with delegation of the Casual Payroll to ensure accurate delivery.
   c. Working with partners in Pensions and Finance to deliver the posts main duties
   d. Work closely with the Payroll Supervisor and Payroll Manager to assist with delivery of divisional objectives.

3. Liaison and Networking
   a. Liaise with department managers, school administrators, school offices and heads of schools as required to ensure business process and university policy is followed.
   b. The HR Insight Analyst undertakes reporting duties which involve Payroll specific items. The post holder will work closely with the HR Insight Analyst to ensure their understanding of Payroll reporting requirements.

4. Service Delivery
   a. Consider the security of payroll records in accordance with the Data Protection Act and the General Data Protection Regulations and maintain integrity in the use of the payroll system.
b. Assist the Pensions Manager with the administrative process for automatic enrolment on the University payrolls, keeping up to date with automatic enrolment legislation.

c. Undertake the administrative processes required to process membership updates and contribution payments for the University’s principle pension scheme provider, USS.

d. Consider quality and accuracy controls and work with the Payroll Manager to suggest amendments to processes as often as necessary to ensure quality and consistency within the Payroll Team.

e. In the absence of the Payroll Manager, work with the Payroll Reconciliation Coordinator to complete the monthly Payroll Control Accounts reconciliation

5. Decision Making Processes and Outcomes
   a. Join process panels as required by the Payroll Manager to discuss and aid the implementation of process and legislation, being a main point of input for the Payroll Department.
   b. Work with the Payroll Supervisor to assist with the recruitment of staff within the Payroll team.

6. Planning and Organising Resources
   a. Responsible for delivering the Pensions specific work which is the responsibility of the Payroll Team.
   b. Undertake ad-hoc queries and tasks, such as assisting with reporting and month end pay cycle.

7. Initiative and Problem Solving
   a. Undertake in depth analysis of pension contributions and financial transactions, investigate and resolve financial discrepancies in a timely and efficient manner.

8. Analysis and Research
   a. Investigate changes to USS legislation and work with the Payroll Manager to ensure compliance in Payroll processes.

9. Sensory and Physical Demands
   a. The role requires manipulation of advanced Excel features.
   b. Use of several proprietary payroll and HR software tools.

10. Work Environment
    a. Work in an office environment within the University administration buildings.

11. Pastoral Care and Welfare
    a. Awareness of requirement to work safely within the office environment.
    b. Liaise with HR to arrange workstation assessments for new members of staff.
    c. Maintain a calm and proactive environment whilst working to and adhering to strict, fixed deadlines.
    d. Demonstrate a commitment to the University view on equality, diversity & inclusion.

12. Team Development
    a. Provide support to Payroll staff on issues and training around Pensions processing requirements.

13. Teaching and Learning Support
    a. Assist the Payroll Manager to develop training sessions for the Payroll Team for new processes, legislation changes and refresher sessions as appropriate.

14. Knowledge and Experience
a. Use of proprietary word processing, spreadsheet and email software to undertake the substantive duties outlined for the post.

b. Use knowledge of the University policies and procedures to support Audit enquiries

c. Use knowledge of the University Payroll system and Pensions processes to support divisional reporting requirements.

**Person Specification**

The ability to act as an authoritative point of reference to others with experience of supervising, motivating and developing staff.

The Ability to understand and convey technical information to provide a clear explanation to others is essential.

A proven track record in a role covering either Payroll, Pensions or Finance. Experience of reconciling financial records and working with a proprietary HR/Payroll system would be advantageous.

Advanced excel skills and a high attention to detail.

Knowledge of payroll processes and taxation requirements is desirable, as well as experience operating occupational pension schemes; including administration and automatic enrolment.

The post holder will have the ability to interpret and reconcile payroll, pensions and financial data from a variety of sources, demonstrating a high level of numeracy.

Ability to plan, prioritise and organise own work to meet multiple deadlines and to set objectives and monitor progress & results for direct report.

Ability to evaluate technical or complex situations, demonstrating a logical approach and using initiative to reach sound decisions.

Personal attributes will include the ability to foster a high performance culture and remain flexible and responsive to rapidly changing circumstances.

A collaborative worker with a willingness to work flexibly to ensure deadlines are achieved.

Professional manner. Reliable, honest and committed to maintaining confidentiality.

Resilient under pressure.