



## 1 Advertisement

**Post Title:** Payroll Reconciliation Supervisor

**School/department:** Human Resources (Payroll)

**Hours:** Full time for 36.5 hours per week. Requests for flexible working will be considered with a minimum of 30 hours per week. The role holder is expected to work at least 50% of their time from the University Falmer campus.

**Contract:** permanent

**Reference:** 9821

**Salary:** starting at £31,411 and rising to £35,333 per annum

**Placed on:** 12 December 2022

**Closing date:** 02 January 2023

**Expected interview date:** To be confirmed

**Expected start date:** As soon as possible

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 Deputy 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.

Please contact Iain Berry ([i.berry@sussex.ac.uk](mailto:i.berry@sussex.ac.uk)) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## 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

**Job Title:** Payroll Reconciliation Supervisor

**Department:** Payroll

**Section/Unit/School:** Human Resources

**Location:** Sussex House (with the ability to work up to 50% time from home upon successful completion of probationary period)

**Grade:** 6

**Responsible to:** Deputy Payroll Manager

**Responsible for:** Payroll Officer (1)  
Assistant Payroll Coordinator (1)  
Payroll Coordinator (7, shared responsibility)

#### **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.

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.

#### **Key Contacts:**

Internally the job holder regularly interacts with other members of the HR Division; in particular the HR Business Services Officers, Pensions Team Leader, 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:**

- a. Process the University's substantive payroll. 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.
- b. In the absence of the Deputy Payroll Manager & Pensions Team Leader, act as the University subject matter expert in the operation of Payroll & Pensions, and be the University's payroll Subject Matter Expert in the operation of USS and NEST Pension Contributions.

- c. 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.
- d. 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.
- e. 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.
- f. Ensure payroll knowledge for self is current and assist the Deputy Payroll Manager and Payroll Supervisor with delivery of training in-line with the needs of the Payroll team.
- g. 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.
- h. Lead on University internal and external Audit's in relation to Payroll records.
- i. 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):**

- a. Communication
  - I. Liaise with the University pension provider to quickly solve reporting issues and to meet all deadlines set by them.
  - II. Communicate with Finance to facilitate the delivery of Payroll reconciliations and internal audits, as required.
  - III. Present training material to the Payroll team in a clear and concise manner to ensure understanding of the subject matter.
  - IV. Written communications include letters, emails and the development of user documentation & guidance notes for university payroll processes.
- b. Teamwork and Motivation
  - I. Responsible for the Payroll Officer and Assistant Payroll Coordinator. This includes overseeing deliverables and monitoring effectiveness, reporting to the Deputy Payroll Manager, and Senior Payroll Manager, as required.
  - II. Manage the Payroll Officer and assist with delegation of the Casual Payroll to ensure accurate delivery.
  - III. Working with partners in Pensions and Finance to deliver the posts main duties
  - IV. Work closely with the Payroll Supervisor, Deputy Payroll Manager, and Senior Payroll Manager, to assist with delivery of divisional objectives.
- c. Liaison and Networking



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- I. Liaise with department managers, school administrators, school offices and heads of schools as required to ensure business process and university policy is followed.
  - II. 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.
- d. Service Delivery
- I. 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.
  - II. Assist the Pensions Team Leader with the administrative process for automatic enrolment on the University payrolls, keeping up to date with automatic enrolment legislation.
  - III. Undertake the administrative processes required to process membership updates and contribution payments for the University's principle pension scheme provider, USS.
  - IV. Consider quality and accuracy controls and work with the Deputy Payroll Manager to suggest amendments to processes as often as necessary to ensure quality and consistency within the Payroll Team.
  - V. Complete the monthly Payroll Control Accounts reconciliation
- e. Decision Making Processes and Outcomes
- I. Join process panels as required by the Deputy Payroll Manager to discuss and aid the implementation of process and legislation, being a main point of input for the Payroll Department.
  - II. Work with the Payroll Supervisor to assist with the recruitment of staff within the Payroll team.
- f. Planning and Organising Resources
- I. Responsible for delivering the Pensions specific work which is the responsibility of the Payroll Team.
  - II. Undertake ad-hoc queries and tasks, such as assisting with reporting and month end pay cycle.
- g. Initiative and Problem Solving
- I. Undertake in depth analysis of pension contributions and financial transactions, investigate and resolve financial discrepancies in a timely and efficient manner.
- h. Analysis and Research
- I. Investigate changes to USS legislation and work with the Payroll Manager to ensure compliance in Payroll processes.
- i. Sensory and Physical Demands
- I. The role requires manipulation of advanced Excel features.
  - II. Use of several proprietary payroll and HR software tools.
- j. Work Environment
- I. Work in an office environment within the University administration buildings.
- k. Pastoral Care and Welfare



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- I. Awareness of requirement to work safely within the office environment.
  - II. Liaise with HR to arrange workstation assessments for new members of staff.
  - III. Maintain a calm and proactive environment whilst working to and adhering to strict, fixed deadlines.
  - IV. Demonstrate a commitment to the University view on equality, diversity & inclusion.
- I. Team Development
- I. Provide support to Payroll staff on issues and training around Pensions processing requirements.
- m. Teaching and Learning Support
- I. Assist the Deputy Payroll Manager to develop training sessions for the Payroll Team for new processes, legislation changes and refresher sessions as appropriate.
- n. Knowledge and Experience
- I. Use of proprietary word processing, spreadsheet and email software to undertake the substantive duties outlined for the post.
  - II. Use knowledge of the University policies and procedures to support Audit enquiries
  - III. Use knowledge of the University Payroll system and Pensions processes to support divisional reporting requirements.

#### **4. 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.



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- 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.