

# UNIVERSITY OF SUSSEX

## 1 Advertisement

**Post Title:** Payroll Coordinator

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

**Hours:** Part time hours considered up to a maximum of 0.5 FTE / 18.25 hours

Requests for [flexible working](#) options will be considered (subject to business need).part time (0.5 FTE)

**Contract:** fixed term for two years

**Reference:** 5179

**Salary:** starting at £21,814 to £25,217 per annum, pro rata if part time.

**Placed on:** 13 January 2021

**Closing date:** 31 January 2021. Applications must be received by midnight of the closing date.

**Expected Interview date:** w/c 8<sup>th</sup> February 2021

**Expected start date:** March 2021

An experienced Payroll Coordinator is required as soon as possible to join a busy team.. They will undertake a range of duties relating to the running of three computerised payrolls including: payroll administration, data input, answering personal queries and liaising with government agencies.

Applicants should be able to operate effectively within a team, possess a good level of numeracy and literacy as well as being familiar with a computer based environment. The person appointed should be able to handle high volumes of work accurately, possess good communication skills, and be able to organise and prioritise work to meet strict deadlines. A knowledge of tax and NI requirements is essential and a knowledge of auto enrolment requirements is desirable.

The post holder will temporarily work from home and from the University Falmer campus, on a split rota, to be agreed with the successful candidate. It is expected that the postholder will transition to full time on campus working.

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

*The University of Sussex is committed to equality of opportunity*

## **2. Senior leadership and management**

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Chief Operating Officer, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Chief Operating Officer heads the Professional Services of the University. In addition, under the University Statutes, the Chief Operating Officer is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Chief Operating Officer, and the Librarian reports to one of the Pro-Vice-Chancellors.

## **3. The School / Division**

The Professional Services comprise approximately 750 staff.

Reporting to the Chief Operating Officer, the Professional Services are organised as follows:

- Academic Registry
- Communications and External Affairs
- Development and Alumni Relations
- Health, Safety and Environment
- Human Resources
- Planning, Governance and Compliance
- Research and Enterprise
- Residential and Campus Services
- Student Recruitment and Marketing
- Student Services
- Finance

The University's professional services also include the Finance Division, with the Director of Finance reporting to the Vice-Chancellor.

The professional services support within each of the eleven Schools of Studies is headed by a School Administrator who reports to their Head of School.

#### 4. Job Description

##### UNIVERSITY OF SUSSEX

Job Description for the post of: Payroll Coordinator

Department	Human Resources
Section / Unit / School	Payroll
Location	Sussex House
Grade	4
Responsible to	Payroll Supervisor

#### Purpose of the post

To be a member of the team providing an efficient and courteous payroll service to the University and its staff, undertaking accurate payroll and pensions calculations, data entry, record keeping and pensions communication, to ensure timely and accurate payments are made, and the necessary procedures are followed relating to other sections of the University and external agencies. To administer all aspects of payroll input and administration for designated Schools/ Units. To assist in processing the casual Fees payroll input.

#### Principal Accountabilities / Main tasks

All work will be carried out electronically using computerised systems including Zellis Resourcelink, Microsoft Office packages, Adobe Acrobat and the University's central database.

- 1 Administration of starters including input to the Payroll system; ensuring eligibility to work in UK, checking contracts of employment and terms and conditions to ensure correct payments are made, chasing various items of paperwork, checking bank details, checking P45s or issuing starter checklists,, implementing pension deductions, making the necessary adjustments to pay and allowances for mid-month starters.
- 2 Administration of leavers including input to the Payroll system; ensuring outstanding holiday pay is made, checking for money owed to the University e.g. Season Ticket Loans etc., ensuring NI exception certificates are returned to employee if necessary, ensuring courts are informed where there are attachment of earnings, making the necessary adjustments to pay and allowances for mid-month leavers, recalculating pay from anniversary date for part-time/part year contracts, raising cheque payments if necessary and issuing P45 and Pensions forms. Calculating amounts owed where overpayments have occurred and updating the payroll system when repayment is received.
- 3 Administration of changes to pay for existing staff, e.g. regrading, increments, overtime, court orders for attachment of earnings, acting allowances, tax code changes. Maintaining appropriate manual file records, ensuring backdated

changes are calculated correctly, ensuring relevant authorisation is obtained, ensuring relevant funding is approved, and ensuring relevant forms passed to Pensions administrators.

- 4 Calculation and administration of temporary alterations to pay, e.g. Statutory enforcement notices (CSA, local council etc.), Student Loans, SSP and occupational sick pay, SMP and occupational maternity pay, including recalculation of pay where employees choose not to return from maternity leave.
- 5 Carry out month end procedures, e.g. running reports and raising cheques for monthly deductions (union subscriptions etc), assisting with checking monthly reports.
- 6 Input to the Fees payroll, which includes the creation of new records, ensuring that documentation is complete and that there is proper authorisation for the payment including funding, determining whether dispensations apply, checking tax details and implementing correct NI rates.
- 7 Liaison with all levels of staff and advising them on matters of tax and National Insurance etc., dealing with difficult customers when payments have not been made for reasons outside the control of the Payroll Office.
- 8 Other ad-hoc duties as they arise, including the provision of Statement of Earnings, dealing with correspondence with the tax office, Benefits Agency etc., ensuring journal entries are made where necessary, sorting and distributing the monthly and fees payslips.

## 5. Person Specification

### UNIVERSITY OF SUSSEX

#### Person Specification for the post of: Payroll Assistant

#### SKILLS / ABILITIES

	Essential	Desirable
Ability to communicate courteously and clearly orally and in writing	x	
Ability to concentrate in a busy environment	x	
Ability to manage own time and organised own workload	x	
Accuracy and attention to detail in work and record keeping	x	

#### KNOWLEDGE

	Essential	Desirable
Knowledge of Pension Scheme Administration		x
Knowledge of tax and NI and other statutory Inland Revenue procedures such as SSP and SMP	x	

## EXPERIENCE

	Essential	Desirable
Experienced computer user for data entry, calculation and the production of basic information	x	
Used to working to strict deadlines	x	
Previous payroll or other relevant experience (e.g. pension, accounts) gained in a busy environment	x	

## PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Flexible and adaptable, with a positive attitude, including a willingness to adapt to changes in duties and office procedures	x	