1. Advertisement

Human Resources Division
Senior Payroll Assistant
Permanent, full time
Salary range: starting at £24,565 and rising to £28,452 per annum
Closing date for applications: 15 November 2016

An experienced payroll professional is required to join a busy team of eight. They will undertake a full range of duties relating to the running of three large computerised payrolls including: data input, pensions administration, processing and checking the casual payroll ensuring it is run accurately and on time and that statutory legislative procedures are followed, preparing monthly payments to external agencies, answering queries and providing advice and guidance as required.

Applicants should have recent experience of using and processing large computerised payrolls, sound technical knowledge of tax, NI, RTI and Auto Enrolment procedures and legislation, and an ability to carry out manual payroll calculations. Further qualities and abilities required include: operating effectively within a team, coping efficiently with a heavy workload while remaining calm and accurate under pressure, experience of effectively supervising other staff, excellent communications skills and a positive attitude.

For full details and how to apply see www.sussex.ac.uk/jobs

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

The Payroll team is an integral part of the Human Resources Division and is responsible for the payment of circa 5,000 people a year for the University, on two monthly payrolls (one for substantive staff and one for casual staff), totalling £113M in 2015. Additionally, the Payroll team provides a payroll service to a third party employer based on the University’s campus.

The remit of the Payroll team is to provide a professional, accurate and timely payroll service that complies with the University’s policies and Financial Regulations and all statutory requirements. The Payroll team is also responsible for the payroll related aspects of pension administration, across a number of defined benefit and defined contribution schemes, including the operation of salary sacrifice and auto-enrolment.

The University uses the Northgate Arinso integrated HR and payroll system, Resourcelink Aurora which was implemented in 2014.

Reporting to the Payroll Manager, the Senior Payroll Assistant is part of the payroll team providing a consistent, cohesive and effective payroll and pensions service to the University’s staff.

**Responsible for:** The supervision of 6 Payroll Assistants alongside the Payroll Supervisor

**Key contacts:** The Payroll Manager, HR Administration Manager, Pensions Manager, System Administrators; Finance colleagues; managers and staff.

**Job Purpose:**

1. To be a full member of the payroll team providing an efficient and courteous payroll service ensuring timely and accurate salary and fee payments are made and that statutory legislative procedures are followed.
2. To supervise the basic administration work of the Payroll Assistants, arranging workloads, ensuring deadlines are met, and providing advice and guidance to the team as required.
3. Staff recruitment and training
4. To assist the Payroll Manager in the monthly processing of the University’s Salaried Payroll and the third party payroll for IDS.
5. To supervise the University’s Fees Payroll.

**Principal Accountabilities:**

1. **Payroll Administration**

   - Administration of starters onto the Payroll system including ensuring eligibility to work in the UK, checking contracts of employment, bank and tax details, implementing pensions deductions, completing starter notifications for the University’s pension scheme administrators where necessary, making appropriate adjustments to pay and allowances for mid-month starters.
   - Administration of leavers including ensuring appropriate adjustments to pay and allowances are made, dealing with outstanding holiday entitlement, ensuring money for Season Ticket Loans is collected in full, processing attachment of earnings administration, issuing the necessary tax forms, stopping pension deductions and completing pension leaver notifications where necessary.
• Administration of changes to pay for existing staff, e.g. regradings, overtime, acting allowances, processing attachment of earnings orders, tax code changes. Ensuring backdated changes are calculated correctly, and that relevant authorisation is obtained and funding is approved. Completing any relevant notifications for the Pensions administrators.
• Calculation and administration of temporary alterations to pay, e.g. 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.
• Answer queries from University Staff and external agencies providing advice on tax matters, pension scheme administration, payroll costings and payroll reporting.

2. Supervision of the Payroll Assistants

• Ensure all starter and leaver administration processes are completed in an accurate and timely manner carrying out specific tax document and pension contribution processing checks.
• Ensure all permanent and temporary changes to staff pay are implemented.
• Monitor and organise the payroll assistants’ workloads to ensure all monthly input deadlines are met particularly during periods of staff absence.
• Assist less experienced staff with more complicated enquiries, input and calculations.
• Assist the Payroll Manager to supervise and check as per audit requirements more difficult changes to pay as a result of maternity and long term sickness absence.
• Ensure that payroll communication with other University departments and external agencies is carried out promptly and professionally.

3. Staff Recruitment and Training

• Assist the Payroll Manager to shortlist and interview for Payroll Assistant positions within the team.
• Register new staff with IT and organise induction procedures.
• Induct new members of staff and ensure they are trained in all basic payroll administration: starters, leavers, allowances and deductions, overtime, and Associate Tutor payments.
• Assist the Payroll Supervisor to implement within the team any changes in working practices and processes.
• Assist the Payroll Manager to complete annual staff appraisals.

4. Assist to Process the University’s Salaried Payrolls

• Reconcile the childcare voucher provider’s data file against the payroll and confirm the monthly payments to be made.
• Assist the Payroll Manager to check the monthly payroll reports.
• Make timely and accurate payment of routine payroll deductions (Union subs, Court orders etc) to the appropriate external agencies.
• Undertake and/or assist with specific projects, and carry out other reasonable duties as required for example assisting the Payroll Manager to implement pay awards.
5. **Supervise the Fees Payroll**

- Manage the creation of Fees employee records.
- Supervise and check all timesheet input into the payroll and ensure all fees claims are processed within strict deadlines.
- Within pre-set guidelines make some procedural decisions about Fee payments e.g. how overpayments will be dealt with, or whether a payment can be made non-taxable.
- Produce and check all the Fees payroll monthly reports, investigating and resolving any queries.
- Produce the Fees cost file for posting to the general ledger
- Produce and release the BACS payments
- Print and distribute payslips
- Produce the monthly RTI return and reconcile it back to the payroll
- Manage the quarterly data cleanse exercise of casual staff held on the fees payroll, clearing down records and producing the required leaver documentation.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**SKILLS / ABILITIES**

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<td>An ability to carry out a wide range of manual payroll calculations e.g. pro rata gross pay calculations, pension deductions and gross to net pay calculations</td>
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<td>Accuracy and attention to detail in work and record keeping</td>
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<td>Ability to manage own time and workload, remaining calm and accurate under pressure</td>
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<td>Ability to concentrate in a busy environment</td>
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<td>Used to working to and meeting strict deadlines</td>
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**KNOWLEDGE**

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<tr>
<td>Sound technical knowledge of tax and NI and other statutory HMRC procedures such as SSP and SMP</td>
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<td>Knowledge of RTI and Auto Enrolment legislation</td>
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<td>Knowledge of Pension Scheme Administration</td>
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<td>Basic accounts and reconciliation procedures</td>
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### QUALIFICATIONS

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<td>GCSE English and Maths Grades A* - C or equivalent</td>
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### EXPERIENCE

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<tr>
<td>Using and processing large computerised payrolls</td>
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<td>Experience of successfully supervising and motivating staff</td>
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<td>Experience of administering occupational benefit schemes e.g. occupational maternity pay</td>
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<td>Experience of the Northgate RLA payroll system</td>
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### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

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<td>Flexible and adaptable with a positive attitude including a willingness to adapt to changes in duties and office procedures</td>
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<td>Ability to communicate courteously and clearly orally and in writing</td>
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