

1 Advertisement

Post Title: Payroll Administration Assistant

School/department: Human Resources (Payroll)

Hours: Part Time (18.25 hours per week). Requests for [flexible working](#) options will be considered (subject to business need).

Contract: fixed term to 28th February 2023

Reference: 5494

Salary: starting at £19,133 to £21,236 per annum, pro rata

Closing date: Wednesday 07 April 2021. Applications must be received by midnight of the closing date.

Expected interview date: April 2021

Expected start date: May 2021

A Payroll Administration Assistant is required as soon as possible to join a busy team. They will undertake a range of duties relating to the running of computerised casual payroll including: data input, record keeping, providing a payroll reception service, and answering general payroll queries. The role also provide support to the University recruitment process.

Applicants should be able to operate effectively within a team, possess a good level of numeracy and be able to use a computer for data entry. The person appointed should be able to handle high volumes of email traffic, should have good computer skills & ability to work with electronic documents, good accuracy and attention to detail, possess good communication skills, and be able to organise and prioritise work to meet strict deadlines. Previous payroll experience and a knowledge of tax and NI procedures is desirable.

The post holder will work from home and from the University Falmer campus, on a split rota, to be agreed with the successful candidate.

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 is responsible to the University Council for management of the University. He is supported by an executive group which includes 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 departments comprise of 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 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 Administration Assistant

Department	Human Resources
Section / Unit / School	Payroll
Location	Sussex House
Grade	3
Responsible to	Senior Payroll Assistant

Purpose of the post

To be a member of the payroll team providing an efficient and courteous payroll service to the University and its staff, undertaking payroll data entry to ensure timely and accurate payments are made, record keeping, filing, providing a payroll reception service and other administrative duties.

Principal Accountabilities / Main tasks

1. Administration of payroll input, including for the casual payroll and Associate Tutor contracts
2. General systems & project related administration to support the expansion and implementation of new system functionality
3. Check and process additional hours adjustments, including Tutor payments, monthly casual payments, and batch entry for the casual payroll
4. Processing adjustments with high level of accuracy, validating authorisation and liaising with the Payroll Supervisors to resolve any queries.
5. Form the first point of contact for telephone enquiries and assist in triaging and responding to general enquiries via cluster emails.
6. Liaising with employees on matters of Income Tax and National Insurance and dealing with queries about payments.
7. Supporting other areas of the Human Resources division
8. General administrative and ad-hoc duties as required by the Payroll team.

5. Person Specification

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Person Specification for the post of: Payroll & Administration Assistant

SKILLS / ABILITIES

	Essential	Desirable
Experienced computer user for data entry, calculation and the production of basic information.	x	
Numeracy	x	
Accuracy and attention to details	x	
Able to manage own time and workload	x	
Able to concentrate in a busy environment	x	
Used to working to and meeting strict deadlines	x	

KNOWLEDGE

	Essential	Desirable
Tax and NI calculations		x
Statutory Payments such as SSP and SMP regulations		x
Using Northgate RLA payroll system		x

EXPERIENCE

	Essential	Desirable
Payroll or other relevant experience (e.g. accounts)		x
Data Entry and batch processing		x x

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Able to communicate courteously, calmly and clearly, orally and in writing	x	
Flexible and adaptable, with a positive attitude, including a willingness to adapt to changes in duties and office procedures, and assist colleagues in the team	x	