

# Job Description

**Job title:** Head of Payroll

**Reports to:** Deputy Director of Finance

**Department/School:** Finance

**Grade:** Grade 8

## Purpose of the role:

To lead the University’s Payroll Team, which is an integral part of the Finance Department and is responsible for the payment of c2,200 permanent staff and a large number of casual staff throughout the year, with total staff costs in excess of £120m and some 7,000 people in total paid annually. Payroll have responsibility for accurately processing pay to permanent staff and casuals, and ensuring that all required deductions from pay are correctly made and paid over on time to the relevant authorities.

The Team also has responsibility for day to day pension matters across the pension schemes that staff are members of (LGPS, TPS, USS). This includes required reporting and administration across the schemes as well as providing information to staff and dealing with queries. A key part of the role is to ensure that the University’s payroll system (currently the Northgate Arinso ‘ResourceLink’ system) is kept up to date and compliant for payroll processing.

The remit for the Payroll Team is to:

* provide a professional and comprehensive service to employees of the University ensuring they are paid accurately and on time, and all payroll and pension queries are dealt with on a timely basis;
* to provide advice and reporting to senior management as required;
* to ensure adherence to the University’s financial regulations and integrity of associated financial data; and
* to ensure compliance with required payroll and pension legislation, ensuring all regulatory payments and reporting are made accurately and on time.

## Line management responsibility for:

Responsible for direct line management of Deputy Head of payroll and Payroll and Pensions Officer.

## Main areas of responsibility:

* Ensure the provision of an effective, accurate and timely payroll process, with all payment deadlines adhered to.
* Provide advice and guidance on payroll and pension matters where required, and ensure that all queries are dealt with in a timely and professional manner.
* Ensure compliance with all statutory requirements of PAYE, pension schemes and other relevant legislation, delivering accurate and timely reporting as required by HMRC, the pension schemes and other regulatory bodies.
* Manage the interface between the payroll system and the main accounting system, ensuring key control accounts are reconciled and any variances between the financial records and underlying payroll data are rectified on a timely basis.
* Develop, implement and update University wide policy and procedures related to payroll and pensions, liaising with senior management, the Internal Audit service and other departments where appropriate. Take the lead on updating inefficient or out of date payroll processes.
* Lead the development / enhancement of payroll and pension systems, in liaison with the HR Department, ensuring that the payroll system is updated to deal with changes in legislation and reporting requirements.
* Ensure effective communication channels are in place both within the team and with staff across the University in relation to payroll and pension matters, liaising where required with the Marketing & Communications Department. This includes periodic visits to schools/departments to provide guidance on payroll/pension issues.
* Develop, review and maintain an appropriate business continuity / disaster recovery plan to ensure payroll can be delivered in the event of unplanned circumstances.
* Liaise with the University pension providers on pension matters and communicate information to staff and management as required and in an appropriate manner. Provide guidance to the HR Department on pension issues around retirement and other queries they may have.
* To work closely with both internal and external auditors and any other regulatory/audit bodies that are authorised to review the University’s payroll/pension records, ensuring any issues arising out of audits are quickly and effectively dealt with and escalated as appropriate.
* To identify and evaluate the development needs and objectives of each team member through the PDR process, with reference to both the University’s and the Finance Department’s strategic objectives. To track the development and progress against objectives of each team member during the year.
* To manage the performance of each team member and to meet regularly with the team to discuss team objectives, performance, successes, issues and to keep them informed of key strategic developments, both within Finance and the wider University.
* To be a proactive and constructive member of the Finance Department Management Team.
* To undertake specific project work as required within the Finance Department.

## General responsibilities

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these are shown at the end of each criteria.

## Essential Criteria

|  |
| --- |
| **Knowledge, skills, and abilities** |
| * Strong technical knowledge of statutory requirements of PAYE and pensions. **(A)**
* Detailed understanding of the functionality of payroll systems. **(A)**
* How to implement payroll system upgrades. **(A, I)**
* How to reconcile and clear down payroll control accounts. **(A, I)**
* Good working knowledge of the LGPS, TPS and/or USS pension schemes. **(A, I)**
* Having an organised approach work with a high degree of accuracy, maintaining effectiveness under pressure and meeting strict concurrent deadlines. **(I)**
* Ability to assimilate new information quickly, and to recognise key issues relevant to required task **(A, I)**
 |
| **Qualifications** |
| * Qualified to degree level or equivalent, ideally in a business related discipline

Or * Clearly evidenced experience in a relevant role with a Professional payroll certification (e.g., CIPP or similar).
 |
| **Experience** |
| * Extensive experience of leading a highly effective payroll team. **(A, I)**
* Experience of completing both PAYE and pension reporting to regulatory bodies. **(A, I)**
* Ability to interpret, reconcile and explain complex financial information from a variety of sources using applications such as Microsoft Excel and report writing tools. **(I)**
* Experience of motivating and communicating clearly and effectively to a team. **(I)**
* Experience of working to find solutions to complex issues through expertise and analysis. **(A, I)**
* Experience of using own initiative to identify effective service enhancements and delivery. (**A, I)**
 |
| **Managing people** |
| * Ability to develop staff to ensure they are fully up to date with the requirements of their roles. **(A, I)**
* Ability to work collaboratively with others to ensure required objectives are met in an effective fashion. **(A, I)**
* Able to work effectively as part of a team, demonstrating flexibility in supporting achievement of the wider department’s objectives. **(A, I)**
 |
| **Other requirements** |
| * Able to listen well, understand the needs of others and maintain a high degree of integrity and confidentiality where necessary. **(I)**
* Excellent communication skills; able to communicate complex accounting and financial information in a clear and concise manner to non-financial professionals. **(I)**
* A commitment to keep up to date with developments and contribute effectively to the implementation of change by careful planning. **(A, I)**
 |

# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

## DBS (Disclosure & Barring Service)

If you think a DBS check is required for this post, please provide further information in answer to the questions below and the HR (Human Resources) Recruitment Team will assess if a check is required.

1) What does the job role entail?

2) Where is it carried out?

3) Who is it working with, children, adults, or both?

4) Please provide full details of what contact the applicant will have with vulnerable groups.

5) How frequently will this work be carried out (e.g., daily, weekly, monthly, or one-off occasion)?

<remove if DBS not required>The nature of this role will mean that a DBS check will be required (to be included only if the role requires a DBS check. Further information can be found here: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. It will be stated on the recruitment advert if the post requires a DBS check.

Date: **month/year**