



## Payroll Manager

**Payroll Manager**  
**37 hours per week (permanent)**  
**30 Days annual leave + bank holidays**  
**St Albans Smallford Campus**  
**Salary: £31,897 - £33,839– Depending on experience**

The College is seeking to recruit an enthusiastic Payroll Manager with excellent customer service skills and who is a real team player.

Suitable candidates will require “a can do attitude” to support the development and delivery of payroll services to the College.

The post-holder will manage the delivery of the College payroll services as well as managing and developing the Payroll Officer.

The role will involve liaison with all levels of College staff, providing an outwards face of the College’s payroll service.

If you have a positive attitude, can evidence experience of managing and delivering payroll services and have the ambition to develop your leadership skills, we would really like to hear from you.

**Closing Date: Sunday 22<sup>nd</sup> October**

**Interview Date: Thursday 26 October**

## Job Description

**JOB TITLE - Payroll Manager**  
**REPORTING TO - Director of HR**

### **SUMMARY OF POST**

To provide an efficient, accurate, responsive and professional Payroll and Pensions service to the college.

## KEY RESPONSIBILITIES

- Responsible for the provision of an effective payroll and pension service that complies with best practice and adheres to relevant Service Level Agreements and legislative and statutory requirements.
- Ensure data entry is processed accurately throughout the month/year to meet agreed deadlines for key milestones such as monthly pay runs and year-end accounts. Including all starters, leavers, changes and relevant deductions for both the payroll and pensions schemes.
- Accountable for accurate payments made for salaried, hourly paid and pensioners payrolls on a monthly basis. Dealing promptly with client/employee issues/concerns to satisfactory resolution.
- Processing of relevant additional benefits schemes in place to cover childcare vouchers/Nursery, Cycle to work schemes.
- Accurate provision to process relevant statutory deductions including attachment of earnings, court orders. In line with payment deduction agreements.
- Manage the relationship with the 3rd Party Payroll Provider, holding weekly calls to resolve issues attending quarterly SLA meetings to review overall service provision.
- Overall responsibility for managing the full annual salary review in line with AOC guidelines where appropriate making recommendations to the salary scales. Including accurate input, individual communication to employees.
- Processing of additional and ad hoc payments e.g. Annual Bonus, to include accurate calculation input, individual communication to employees.
- Lead on the development and review of Pay and Pensions policies and procedures to ensure the effective and efficient running of the College's payroll service.
- Lead on the development and maintenance of the Payroll System including work to align processes and procedures.
- Produce monthly reports to agreed deadlines (e.g. to inform and provide data to Finance, HMRC, Pension Reporting)
- Lead on implementation of key changes identified from Payroll Audit outcomes and reviews, producing appropriate project plans, communicating changes to stakeholders and training the Assistant Payroll Officer and others on new processes.
- Effective day to day management of the Assistant Payroll Officer to ensure full training and support is provided, ensuring that the college is covered during periods of annual leave.
- Identify further improvements and changes to Payroll and Pensions processes to ensure delivery of a high quality, customer focused service and continued service improvement.
- Lead on the review and re-tender of the Payroll provider and respective SLA agreements.
- Develop and Produce suite of monthly Payroll KPI's for SMT including Service Level Reporting.
- Overall management of the key pension schemes in place within the college. Including ensuring information is accurate and relevant communication on changes to the schemes is provided to employees within the college.

- Responsible for the management of the Teachers' Pension Scheme and the Local Government Pension Scheme Administration (including monthly returns).

### **Recruitment Shortlisting Criteria**

- Relevant Payroll/Finance qualification or equivalent experience in previous role
- Experience of working in a similar role (c. 1000 employees) with a number of different contract arrangements in a multi-site environment
- Strong communication and people skills
- Experience of Microsoft office and computerised HR /Payroll systems
- Ability to produce and analyse data/reports for monitoring and management of payroll information (e.g. Excel spreadsheets at intermediate level)
- Experience of managing projects preferably with a Project Management qualification or willingness to work towards

### **PERSON SPECIFICATION (assessed at interview)**

#### **PERSONAL ATTRIBUTES**

- Team player
- Positive, drive, enthusiasm
- Customer orientated
- Hands on
- Self- motivated
- An awareness of cultural diversity
- Flexible work ethos to meet the needs of the department
- Professional outlook and appearance

#### **SKILLS AND EXPERIENCE**

- Experience of key Payroll (and HR) software packages (Perito an advantage)
- Experience in a similar level Payroll role
- Experience of implementation of Key Payroll and Pensions Projects (e.g. implementation of new system or auto-enrolment)
- Experience with face-to-face people issues – good customer service ethic.
- Excellent written/oral communication skills.
- Ability to produce/analyse statistical reports and produce Excel spreadsheets
- Ability to act on own initiative and meet deadlines.
- Tact and the ability to adhere to confidentiality requirements.
- Ability to work with little supervision, using own initiative.
- Sound multi-tasking and organisational skills, with the ability to work effectively in a complex and dynamic environment.
- Ability to reconcile pay runs and end of year reports.
- Able to analyse and follow policies and procedures in service delivery.
- Working knowledge of appropriate legislative and regulatory requirements.

*In consultation with the postholder it is liable to variation by the Director of HR to reflect or anticipate changes, in, or to, the post and the organisation. The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.*