
TITLE: Payroll Administrator

GRADE: Scale 5

RESPONSIBLE TO: Head of Payroll & Pensions

PURPOSE OF JOB:

- To support the Payroll Manager to ensure that the college payrolls are processed accurately and payments are made on time
- To provide support to the Senior Payroll Co-Ordinator

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on the grounds of the protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status;
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's health and safety policies and practices;
- 1.5 To contribute to the College's commitment to continuous improvement;
- 1.6 To implement and adhere to the College's safeguarding policies and procedures.

2. In common with all other staff:

- 2.1 To participate in College-wide projects and tasks;

2.2 To work in other support services areas to meet the specific needs of workload peaks;

2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

3. Particular to the post:

3.1 The accurate and timely processing of appropriately authorised payment details and update to master files following appointments, resignations, changes in conditions of service, promotions and upgrading, including Income Tax, National Insurance Pension and other deductions in close liaison with the contracted managed payroll team

3.2 To ensure payroll compliance with all relevant legislation, and Inland Revenue, Department of Social Security, Teachers Pensions Agency and the Local Government Pension Scheme requirements, as well as the colleges own financial policies and procedures.

3.3 Process taxable and non-taxable expenses through the payroll system. Accurate payments of car mileage, hourly paid and casual staff and overtime claims, and staff expenses ensuring that appropriate authorisation has been received

3.4 To ensure that all staff are paid on time, to correct any errors promptly and accurately

3.5 To support staff to enable them to successfully access the Employer Self Service portal, giving access to payslips and end-of-year P60's;

3.6 To be accountable for the correct procedures in the operation of Statutory Sick Pay and Statutory Maternity Pay, Paternity Pay, in compliance with staff terms and conditions of employment, and to maintain payroll records of absence relating to sickness (paid and unpaid) and maternity leave for all College staff

3.7 To be a point of contact for both routine and complex payroll queries from the College staff, managers and outside agencies;

3.8 To assist in the day-to-day smooth running of the payroll function, ensuring documented procedures are kept up to date;

3.9 To promote and maintain high standards of work performance and conduct within the payroll section, and the adherence to agreed work programme deadlines, ensuring professional conduct, integrity and confidentiality at all times;

3.10 Active Involvement in the Colleges promotional events as required

3.11 General office ad hoc duties

4. Person Specification:

- 4.1 Experience of working in a Payroll Department with a minimum of 500 employees at any one time. They must be conversant with the legislation and documentation of all aspects of Payroll and deductions. (Essential)
- 4.2 Good working understanding of SSP, SMP, Tax Credits and PAYE. Knowledge of P11Ds is desirable rather than essential. Experience of pension deductions within a Further Education setting would be advantageous.
- 4.3 *High level of written, oral and interpersonal skills with the ability to deal successfully with College staff, managers and outside agencies on payroll matters. (Essential)*
- 4.4 *The ability to manage work to establish priorities and schedules to meet strict targets and deadlines. (Essential)*
- 4.5 *The College uses I Trent as its payroll system, and whilst experience of this system would be preferable, although it is by no means essential. However, experience with a mainstream computerised payroll product, whether in-house, managed or bureau, is essential.*
- 4.6 The ability to work to a high level of accuracy under pressure and to make sound decisions within a tight time frame.
- 4.7 An understanding and commitment to the College's Equal and Diversity Policy and its everyday use.
- 4.8 Understanding of safeguarding issues and its relevance to this post.

Additional Information

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.