

THE WKCIC GROUP

JOB DESCRIPTION

A. TITLE OF POST Payroll & Pensions Specialist

REPORTING TO Payroll Manager

RESPONSIBLE FOR

- Processing pay, expenses, tax, NI and pensions
- Advising staff on tax and payroll laws and regulation
- Maintaining payroll computer software and systems
- Analysing and reporting on payroll financial data
- Checking payroll

B. PURPOSE OF THE JOB

To assist the Payroll Manager in the administration and delivery of an accurate, efficient and timely payroll service including pensions administration, budgeting and reporting.

C. MAIN DUTIES / RESPONSIBILITIES**SUMMARY**

The post holder may be expected to undertake any of the duties set out below, subject to appropriate training, although he or she would normally concentrate on a particular area. However, in order to ensure a range of experience for the benefit of the post holder and the Group, duties may be rotated from time to time.

- To ensure that all amounts paid to staff and off payroll suppliers are appropriately authorised, accurately calculated, subject to the appropriate deductions, paid by the due date and reported in accordance with any internal / statutory requirements (payslip, P45, P60, P11D, etc.).
- To assist the Payroll Manager in the development, documentation and monitoring of all payroll systems, procedures, processes and controls.
- To assist the Payroll Manager in the development, maintenance and monitoring of the annual payroll budget.
- To assist the Payroll Manager in the preparation of the monthly payroll journal posted into the financial management system as well as the reconciliation of all payroll balances and accounts.

- To monitor, record, process and analyse data particularly in respect of staff sickness, maternity and jury service.
- To be responsible for the processing of forms for statutory and government bodies, including the HMRC, London Pension Fund Authority (LGPS), Teachers Pension (TP), NHS and Department of working pensions (DWP).
- To liaise with all employees and pension providers (LPFA, TP, Prudential AVC, NHS and other as appropriate) in respect of pension queries that may arise.
- To assist in periodic checks of payroll data, to inform the Payroll Manager when irregularities or discrepancies are discovered and to ensure that errors are appropriately corrected and or adjusted.
- To deputise for the Payroll Manager as and when required.
- To ensure that all PAYE, NI, pension and other statutory returns and payments are accurately made by the due dates.
- To ensure the accuracy and integrity of the data held in the Groups payroll systems and by all external agencies.
- To ensure an effective and collaborative relationship between payroll and the human resources department.
- To ensure compliance to all audit recommendations, as they relate to the payroll function.

D. EXPECTATIONS OF THE POST HOLDER

1. Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the Group's quality assurance procedures and systems.
2. Undertake such other duties as are commensurate with the grade of the post, as reasonably allocated by the Payroll Manager.
3. Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
4. To comply with and promote Group Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
5. Ensure that the Group policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work

E PERSON SPECIFICATION

Qualifications and Experience

1. A Payroll Qualification (desirable).
2. Experience of processing a significant payroll function.

Knowledge and Understanding

1. Detailed knowledge of payroll and pensions legislation.
2. Detailed knowledge of payroll and pension systems and processes.
3. Understanding of the importance of confidentiality and high standards of customer care in a service driven business.
4. Commitment to and understanding of the Group's aims and the role of the post-holder in achieving the department's aims in support of the Group.
5. An awareness of the FE sector.

Skills and Abilities

1. Excellent IT and numerical skills, including the use of spreadsheets and databases.
2. Ability to communicate with staff at every level in the organization.
3. Ability to work effectively as a team member.
4. High level of accuracy and attention to detail.
5. Ability to work to strict and challenging deadlines.
6. Ability to maintain records and produce relevant documentations as required.
7. The FE sector is undergoing change, an ability to effectively handle and respond positively to it will be an advantage.

A copy of the Group's Management Behaviour Framework has been included in your pack. These behaviours are reflected in aspects of the Person Specification.

When you are writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.