Job Description 037

1. Job Details

Job Title: Deputy Payroll Manager
Support Department: Corporate Services/Finance Department/Payroll
Line Manager: Payroll Manager

2. Job Purpose

To manage the day-to-day work of the payroll service to ensure that it is delivered efficiently, and effectively and to deputise for the Payroll Manager

3. Main Responsibilities

1. To manage section’s day-to-day work to ensure the effectiveness and efficiency of the payroll service 40%

2. To reconcile month and year end processes which are complex and time consuming exercises essential to the accurate production of statutory and other returns. To correctly remit monies to Her Majesty’s Revenue and Customs (HRMC) for payments for tax, national insurance and SMP (£60m per annum) 15%

3. Deputise for the Payroll Manager 10%

4. To audit changes to staff records to ensure adjustments to records are properly performed by the payroll administrators. To audit payroll administrator’s calculations for SSP/SMP to ensure legislative compliance 10%

5. To plan, in conjunction with the Payroll Manager, the best way to implement legislative, procedural and system changes and to ensure that standard procedures are developed and maintained to reflect these changes. Assist in training of new staff and training in legislative updates to current staff. 5%

6. Reconcile all payroll payments to the financial ledger (04/05-£200 million) and to adjust control accounts as appropriate 15%

7. To ensure the University’s Childcare Voucher Scheme is operating efficiently, that all deductions are reconciled and correct payments made to the scheme provider 5%

4. Planning and Organisation

- To plan, with the Payroll Manager, the work for the year. This will involve anticipating the impact of legislation and how to implement the changes, planning the testing for systems upgrades and identifying the impact on work practices, planning for retrospective pay awards, ensuring statutory and other deadlines are complied with.
- To manage the day-to-day work of the Payroll Administrators to ensure deadlines are met
- To ensure that monies are remitted to HRMC and other external agencies correctly.

5. Problem Solving

- To understand the impact of new legislation on payroll and to help implement changes
- To resolve out of balance accounts, errors and payment queries, to ensure the payroll runs accurately to time
- To ensure a professional payroll service is delivered to staff, students and pensioners
- First point of contact for payroll administrators for complex problem solving on legislative and system issues
- To resolve queries made by sheriff officers about arrestments from salaries
6. Decision Making

- To provide advice on complex payroll issues e.g. employment of Foreign Nationals, Double Taxation legislation, recovery negotiations out-with standard procedures
- To develop procedures to meet new requirements or to manage additional work
- To provide advice to staff, students and pensioners on payroll matters which can be complex
- To prioritise work to meet deadlines while ensuring routine work is done
- Take all action that is necessary in order to plan, organise and prioritise work

7. Key Contact/Relationships

- Regularly liaise with external agencies such as HMRC, the Department of Work and Pensions (DWP), or previous employers on complex payroll matters
- In daily contact with staff at all levels in the University, either to provide advice on personal payroll matters or to provide College/Schools management with information
- Liaise ex-employees, pensioner and students on any payroll matters
- Regular contact with Payroll Manager to ensure that all legislative updates and daily work is carried out accordingly
- Other contacts include Software supplier, NHS, Sheriff Officers, Imagine Childcare Supplier
- Membership of Pay Reward Modernisation Project Team

8. Knowledge, Skills and Experience Needed for the Job

- 3-5 years experience in payroll management in a complex organisation and IPPM qualified to diploma level or equivalent
- Highly proficient in payroll rules and regulations
- Ability to work on own initiative and to meet tight deadlines
- Computer literate and possessing excellent communication skills
- Ability to develop innovative solutions to problems/implementing consequent changes
- Deal with sensitive matters professionally
- Experience of occupational pension schemes and pension scheme administration

9. Dimensions

- Payroll value - 04/5 - over £200 million, with payments to external bodies of approx £60 million, all of which have to be made accurately and promptly to avoid financial penalties
- 120,000 pay advices produced per annum
- Sensitive nature of the data requires a high level of confidentiality and diplomacy
- Supervise a team of 8 payroll administrators.

10. Job Context and any other relevant information

To provide highly specialist guidance on a range of pay related matters. A sound knowledge of payroll legislation is essential, as is sound knowledge of financial control and accounting principles.