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JOB DESCRIPTION

Job Title: Payroll Administrator

Accountable to:

Contract Length: 9 Month Fixed Term

Hours per week/FTE: 35

Weeks per year: 52

Salary: £30,777.00 - £37,468.00 per annum

Grade: 3

College/Service: Strategic Development

Location: High Holborn

Purpose of Role: To work as a member of the Payroll team, providing a professional, customer-focused, quality service, supporting and advising managers & staff to ensure that statutory requirements are met and that University policy & procedures in relation to all payroll matters are complied with

Duties and Responsibilities

- The accurate input and checking of payroll data into Trent Payroll System and on the Hourly Paid System.
- Careful maintenance of the payroll 'control' spreadsheets, to ensure errors are identified and corrected in a timely fashion
- To monitor the monthly exception reports, generated from Business Objects and investigate any inconsistencies.
- To provide support to the Payroll Manager including shared responsibility in deputising for her/him as required.
- Providing first line advisory and information service to all employees on Payroll matters, including taking part in regular on site surgeries and briefing sessions.
- To maintain effective monitoring processes for all activities relating to the production of statutory returns for payroll & tax year ends to strict deadlines, particularly to ensure no penalties or fines are levied on the University.
- To maintain full working knowledge of all Statutory & Contractual legislation & procedures affecting the payroll operations area
- To ensure that all audit requirements are maintained.
- To perform such duties consistent with your position as may from time to time be assigned to you from anywhere within the University
- To provide absence cover for the other Payroll Administrators
- To undertake health and safety duties and responsibilities appropriate to the post
- A commitment to the University of the Arts London's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of this post
- A commitment to your own development through effective use of the University's Planning, Review and Appraisal scheme and staff development processes

General Duties

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships: Employees, Managers and college administration staff, HMRC

Specific Management Responsibilities

Budgets:

Staff:

Other (e.g. accommodation; equipment):

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Person Specification	
Specialist Knowledge/ Qualifications	High level of payroll knowledge and proficient use of iTrent HR/ Payroll System
Relevant Experience	Knowledge of higher education and has worked in a large organisation with high volume work
Communication Skills	Communicates effectively orally, in writing and/or using visual media
Leadership and Management	Supervises and motivates individuals or a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.

Last updated: April 2015

Signed _____ Date of last review _____
(Recruiting Manager)