

JOB DESCRIPTION	
Job title: Senior Payroll Administrator	Accountable to: Payroll Manager
Contract length: Permanent	Hours per week: 35 Weeks per year: 52
Salary: £34,943.00 - £42,914.00 per annum	Grade: 4
Service: Human Resources	Location: 272 High Holborn, WC1V 7EY
<p>Where will this role sit within HR?</p> <p>This role reports directly to the Payroll Manager and is a key role within the University's Payroll Team.</p>	
<p>What is the purpose of the role?</p> <p>To provide a comprehensive payroll service to all staff of the University. To supervise and direct the work of the Payroll Administrators and to support the Payroll Manager as required in all aspects of Payroll production and Payroll administration processes.</p>	
<p>Specialist Duties and Responsibilities</p> <p>To deliver the operational services on a day to day basis to achieve the delivery of a high quality, professional, accurate and timely payroll service.</p> <p>To interpret and implement within UAL, changes to payroll regulations as they occur and in turn advise managers of the financial and operational impact of changes.</p> <p>To supervise the work of the Payroll Administrators, direct them in their duties and help them resolve issues.</p> <p>To oversee the first line support function to ensure queries are resolved in a timely fashion and to escalate issues as appropriate to the Payroll Manager.</p> <p>To ensure that all payroll production and payroll administration processes are adhered to and properly documented.</p> <p>To deputise in the absence of the Payroll Manager ensuring continued high quality service provision.</p> <p>To maintain an up to date knowledge of payroll regulations affecting the University employees and to ensure this is shared appropriately with the Payroll Administrators.</p> <p>To ensure that University policies and procedures in relation to all payroll matters are complied with, and ensure that all audit requirements are maintained.</p> <p>To develop the internal procedures for payroll matters to increase the efficiency and effectiveness of the department and develop service standards that will enhance the payroll service provided.</p>	
<p>General</p> <ul style="list-style-type: none"> • Assume other reasonable duties consistent with your role, as determined by the Payroll Manager, which may be assigned to you anywhere within UAL • Undertake health and safety duties and responsibilities appropriate to the role. 	

- Work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work.
- 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.
- 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.
- Conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.
- Personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

Key working relationships

- Head of HR Systems, Payroll and Pensions
- HR Associate Director for HR Services and Resourcing
- Head of HR Operations
- HR Operation Manager, HR Workforce Data & Systems Manager, Pension Manager
- External agencies and suppliers with whom regular contact is required including HMRC

Specific Management Responsibilities

Budgets: n/a

Staff: n/a

Other (e.g. accommodation; equipment):n/a

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	Demonstrable knowledge of UK payroll legislation and or completion of a recognised payroll qualification.
Relevant Experience	Demonstrable payroll administration experience in a large and similarly complex organisation.
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Leading by example
Professional Practice	Contributes to advancing own skills and experience in area of specialism
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.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.

Last updated: October 2020