



Payroll Officer

Payroll Officer

Based at the St Albans Campus

Part time 25 hours per week – Monday – Friday – Flexible on hours worked

£12,987 per annum

30 days' holidays pro rata + local government pension scheme

An exciting opportunity has arisen for a highly motivated individual to join the College payroll team for the role of Payroll Officer.

We are looking to recruit a motivated, conscientious and flexible individual with a willingness to take responsibility, work as part of a team and to provide an efficient and responsive payroll service.

You will provide a high level of customer service throughout all interactions with staff and managers, ensuring the accurate and timely resolution of issues and queries.

Applicants must have excellent administrative, database and Excel skills and an ability to pay particular attention to detail.

In return, we can offer you a range of benefits - from ongoing professional development to excellent pensions, holiday package and job satisfaction.

Applicants wishing to have an informal discussion regarding the role can contact Ronnie Davidson, Director of HR and Staff Development on 01727 73 7704 or email Ronnie.Davidson@oaklands.ac.uk

Closing Date: 21 December 2016 at 9am

Interview Date: 6 January 2017

Job Description

SUMMARY OF POST

To provide an efficient, accurate, responsive and professional Payroll and Pensions service to the college.

KEY RESPONSIBILITIES

- Ensure data entry is processed accurately throughout the month/year to meet agreed deadlines for key milestones such as monthly pay runs and year-end accounts. Including all starters, leavers, changes and relevant deductions for both the payroll and pensions schemes.
- Ensure accurate payments are made for salaried, hourly paid and pensioners payrolls on a monthly basis.

- Acting as first point of contact in payroll and dealing promptly with client/employee issues/concerns to satisfactory resolution.
- Input and processing of relevant additional benefits schemes in place to cover childcare vouchers/Nursery, Cycle to work schemes.
- Accurate input processing relevant statutory deductions, HMRC RTI notifications, including attachment of earnings, court orders. In line with payment deduction agreements
- Processing absence data on a monthly basis sickness absence, other absence, jury service, compassionate leave, maternity, patterning, in line with the relevant policy in place.
- Processing of additional and ad hoc payments e.g. Annual Bonus, to include accurate calculation input, individual communication to employees.
- Produce monthly reports to agreed deadlines (e.g. to inform and provide data to Finance, HMRC, Pension Reporting)
- Working closely with Finance to ensure the efficient running of the payroll service which align to Finance processes and procedures. Including hourly paid employees.
- Participate in regular meetings with key contacts in Finance to ensure the efficient running of the payroll service which align to Finance processes and procedures.
- Contribute to the implementation of key changes identified from Payroll Audit outcomes and reviews.
- Contribute to the implementation of improvements and changes identified through Project Enigma.
- Identify further improvements and changes to Payroll and Pensions processes to ensure delivery of a high quality, customer focused service and continued service improvement.
- First point of contact for the LGPS and TPS pensions schemes in place within the college. Including ensuring information is accurate and relevant communication on changes to the schemes is provided to employees within the college.
- Management of the Teachers' Pension Scheme and the Local Government Pension Scheme Administration (including monthly returns).
- Provision of efficient prompt administrative service to ensure the smooth running of the payroll & pension deliverables. Including filing, photocopying, data input, invoice processing, production and distribution of necessary publications, documents, reports, and statistics.

Recruitment Shortlisting Criteria

- Relevant Payroll/Finance qualification or equivalent experience in previous role
- Experience of working in a similar role (c. 1000 employees) with a number of different contract arrangements in a multi-site environment
- Experience of Microsoft office and computerised HR /Payroll systems
- Ability to produce and analyse data/reports for monitoring and management of payroll information (e.g. Excel spreadsheets at intermediate level)

PERSONAL ATTRIBUTES

- Team player
- Positive, drive, enthusiasm
- Customer orientated
- Hands on
- Self- motivated
- An awareness of cultural diversity
- Flexible work ethos to meet the needs of the department
- Professional outlook and appearance

SKILLS AND EXPERIENCE

- Experience of key Payroll (and HR) software packages (Perito an advantage)
- Experience in a similar level Payroll role
- Experience with face-to-face people issues – good customer service ethic.
- Excellent written/oral communication skills.
- Ability to produce/analyse statistical reports and produce Excel spreadsheets
- Ability to act on own initiative and meet deadlines.
- Tact and the ability to adhere to confidentiality requirements.

- Ability to work with little supervision, using own initiative.
- Sound multi-tasking and organisational skills, with the ability to work effectively in a complex and dynamic environment.
- Ability to reconcile pay runs and end of year reports.
- Able to analyse and follow policies and procedures in service delivery.
- Working knowledge of appropriate legislative and regulatory requirements.

In consultation with the postholder it is liable to variation by the Director of HR to reflect or anticipate changes, in, or to, the post and the organisation. The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.