

Job Description

Post/Job Title:	Payroll Manager
Postholder:	
Ref:	503707/FCS36
Location including building:	Melbury House, Lansdowne Campus
School/Support Service:	Finance & Performance
Group/Section	Payroll
Grade:	7
Accountable to:	Deputy Director of Finance
Responsible for or supervises:	Payroll Team Leader
Special conditions:	Flexibility required e.g. occasional evening and weekend working

Job Purpose

To manage BU's payroll operations with an annual budget of c£70M (approx. 2200 employees). To ensure that each stage of the payroll process complies with due processes and procedures, all staff are paid correctly, correct payments are made and appropriate information provided to our pension schemes, HMRC and other statutory bodies. To provide advice and expertise in relation to the impact of external changes on BU's occupational pension schemes. A fundamental part of this role will be the ongoing development and enhancement of BU's integrated HR/payroll system to maximize the value of BU's investment in the system by automating processes wherever possible, extending its functionality to support BU's reporting requirements and external returns, both current and future.

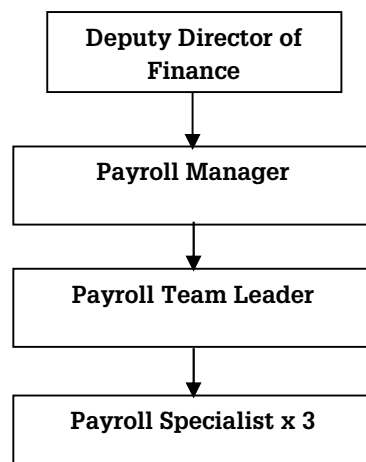
Work with key stakeholders, including Associate Director of Human Resources and other colleagues in HR (in particular the HR Reward and Systems & Workforce Planning Manager), other Faculty and Professional Services stakeholders.

Main Duties and Responsibilities:

1. Lead the configuration of information held in integrated HR/payroll system.
2. To ensure that correct payments, reports and returns are made to HMRC (tax and national insurance including monthly and year-end returns), our occupational pension schemes, and other statutory bodies. To provide these bodies with appropriate information on pay, as required.
3. Lead projects to develop the integrated Payroll/HR database for example regular upgrades and planned phased improvements, taking a lead on identifying possible improvements to the system and playing a key role in implementing agreed changes.
4. Anticipate the impact and implications of new regulations/legislation and determine the most appropriate method of implementing changes on the integrated payroll-HR system
5. Manage the Payroll Team Leader and Payroll Specialists, ensuring that our employment policies are adhered to.
6. Provide advice and expertise in relation to the impact of external changes on BU's occupational pension schemes
7. Conduct regular system checks to ensure accuracy of data and to identify any problems and implement corrective measures for current and future employees. Where appropriate seek advice from HR/Payroll software vendor and/or to our IT Services colleagues.
8. Liaise closely with colleagues in Finance and Performance, ensuring that monthly reconciliations for budget control purposes are undertaken.

9. Maintain up-to-date and comprehensive guidance notes on using the payroll elements of the Core HR/Payroll database and ensure adherence by the Payroll team and other key stakeholders in HR
10. Develop and implement policies and procedures to ensure the integrity and security of the payroll system and processes.
11. Configure and manage data relating to staff payments onto our integrated payroll-HR system on a regular basis, ensuring that staff are paid on time and receive the correct payments.
12. Responsible for responding to requests under the Freedom of Information legislation.
13. Build and maintain excellent relationships with key stakeholders in Faculties and Professional Services.
14. Lead the Finance and Performance Shadowing and Mentoring Programme within the Payroll team to encourage participation and maximise opportunities for cross functional development.
15. To be proactive in ensuring own continuing professional development, both internally (Organisational Development, new processes etc.) and externally (new legislation).
16. Any other duties appropriate to the grade, as required by the Financial Controller.

Organisation Chart



Dimensions

Manage monthly payroll processing with annual spend of c£50M. With a mix of Permanent, fixed term and temporary employees.

Contacts *(Internal and external, including level)*

Internal: On a day to day basis staff at all levels within F&P and HR, senior operational staff in Faculties and Professional Services and UET/ULT members.

External: Commercial organisations with which the University has a fiduciary relationship, e.g. HMRC, BU's pension scheme providers, Internal and External Auditors. Software suppliers with whom BU contract for the payroll system, e.g. Core.

Challenges

In what is an increasingly challenging financial climate (particularly for students) the incumbent must ensure that employees are paid on time and in line with all external regulatory factors such as HMRC and pension regulations.

NB: The purpose of the job description is to indicate the general level of responsibility of the position. The duties may vary from time to time without changing their general character or level of responsibility.

December 2015



Person Specification

Post / Job Title: Payroll Manager	Post No: 503707/FCS36
School/Service: Finance & Performance	Date: December 2015
SELECTION CRITERIA	Essential/ Desirable
Knowledge (including experience & qualifications)	
Degree or equivalent qualification in a relevant subject or appropriate level of professional expertise	D
CIPP Diploma in Payroll Management or equivalent	E
Proven track record of managing payroll systems and processes and applying to system requirements.	E
Relevant experience of gathering and interpreting complex requirements relating to external agencies, e.g. HMRC and pension providers.	E
A proven track record in a senior payroll post in a large, complex organization.	E
A detailed knowledge of payroll systems, taxation and national insurance rules.	E
Substantial experience in using a complex computerised payroll system involving all aspects of payroll.	E
Substantial experience of producing computerised payroll-related management information reports	E
Experience in pension scheme administration.	E
Experience in public sector pension scheme administration	D
Knowledge of industry best practice	D
Technologically aware and innovative	E
Skills	
Technically knowledgeable and systems orientated, comfortable with payroll and pension systems and a proficient user of MS Office Applications (specifically advanced MS Excel skills).	E
Experience of resolving new problems where there is a mass of information or diverse, partial and conflicting data with a range of potential suitable options	E
Experience of being responsible for the operational planning and organization of large projects or the coordination of a number of teams or projects.	E
Set performance standards and monitoring procedures. Experience of providing input to longer term strategic planning	
Experience of providing advice or information that will influence the decisions of others also anticipating and highlighting options and issues that need to be taken into account	E
Excellent verbal, written and interpersonal skills.	E
Strong analytical and process design skills.	E
Attributes	
Ability to summarise and interpret complex, conceptual and specialist matters using oral and written methods to meet the needs of a diverse audience.	E
Ability to communicate effectively with a wide range of people both within and outside Bournemouth University.	E
Experience of being a team leader, or project leader, agreeing clear team objectives and organising and delegating tasks according to individual abilities, Experience of managing staff.	E
Ability to analyse and prioritise competing business needs.	E
Self-motivated and well organised.	E
Positive approach and attitude to work motivated to achieve the requirements and demands of the role.	E
Commitment to continuing professional development.	E
Commitment to delivering Service Excellence.	E

