

Payroll & Pension Administrator

Payroll & Pension Department

Directorate of Financial Services, Planning, Property &
Commercial Operations



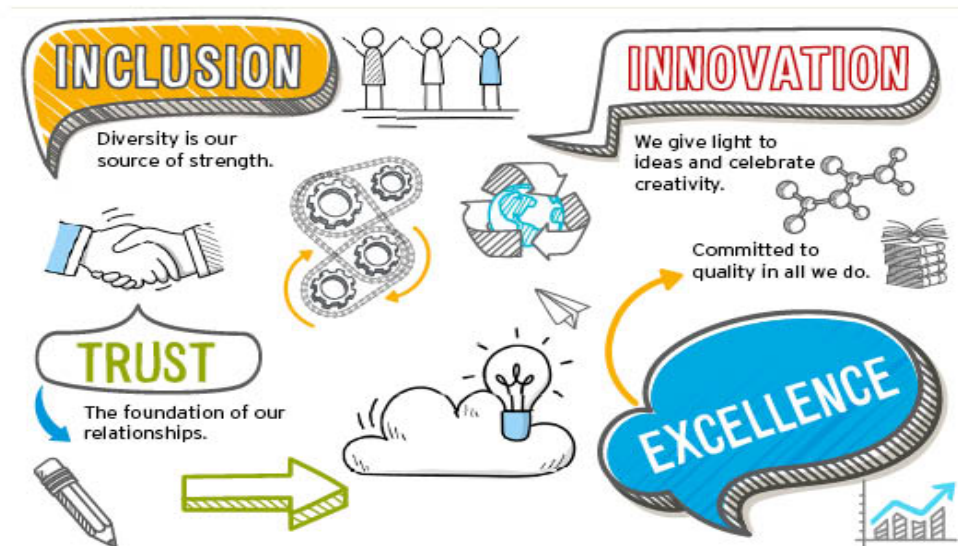
Brief summary of the role

Role title:	Payroll & Pension Administrator
Grade:	5
Faculty or Directorate:	Directorate of Financial Services, Planning, Property & Commercial Operations
Service or Department:	Payroll & Pension Department
Location:	Hybrid – Home/Office (Main Campus, Phoenix NE Building)
Reports to:	Payroll & Pension Manager
Responsible for:	
Work pattern:	Full time, Standard hours

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none"> • GCSE in English and Math or equivalent (or equivalent experience).
Desirable	<ul style="list-style-type: none"> • CIPP payroll technician (or equivalent)

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none"> • Experience of processing payroll & pension information and working in a Payroll & Pensions team • Ability to use Windows based software applications, i.e.. Excel, Word and Outlook • Experience of using payroll databases and online pensions administration portals. • Experience in dealing with a wide range of people and resolving queries and a variety of payroll & pension related issues. • In-dept knowledge of PAYE legislation and current pensions legislation. • Understanding of the statutory requirements around payroll and pensions administration. • Ability to collate, analyse and disseminate information to relevant stakeholders.
------------------	--

	<ul style="list-style-type: none"> • High levels of attention to detail and ability to plan, prioritise and manage own workload.
Desirable	<ul style="list-style-type: none"> • Public sector experience in a Payroll & Pensions environment.

Personal attributes

Essential	<ul style="list-style-type: none"> • Friendly, helpful, confident and professional. • Supportive and inclusive • Self-motivated and committed to high levels of customer service. • Sensitive to the use of personal data and committed to ensuring confidentiality is maintained. • Willing to undertake further training where identified to meet the needs of the post. • Understanding of the University's commitment to equality and diversity. • Committed to continuing personal development and self-manage that.
Desirable	<ul style="list-style-type: none"> • N/A

Main purpose of the role

This role requires you to provide a key and professional service to support the preparation and calculation of the monthly salaries across all employee groups within a set timescale.

With a high level of technical knowledge around Pay as You Earn legislation, you will work with a wide range of people on a wide range of tasks, including providing complex Tax, National Insurance and Pension information in a simple to understand format. You will liaise directly with Human Resources, third party agencies such as HMRC and with the various Pension providers on all matters pay and pension related.

The role requires you to self-manage your workload which will consist of regular monthly processes and ad-hoc queries. You will prioritise these tasks whilst maintaining a high level of confidentiality and professionalism at all times.

Main duties and responsibilities

Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed

Payroll

Ensuring the Payroll checklist is followed in sequence, process the input of all pay related information, from timesheets, attendance registers and overtime to the output of P45's for leavers.

Administer any 3rd party payrolls accurately and in line with the service level agreement with the external body, where requested to do so by the department head.

Process sickness and maternity absence via the Leave Management system, completing checking to a high and accurate standard ensuring correct statutory payments are made.

Investigate and correct payroll discrepancies and errors and suggest processes are changed to ensure that these errors do not re-occur.

Reconcile the monthly payroll file, with support from the Deputy Payroll & Pensions Manager, checking payment variances, auditable input and creating the BACS files for the Payroll & Pensions Manager.

Control the EDI process for incoming HMRC notifications and daily audit files with support from the Deputy Payroll & Pensions Manager.

Plan and prioritise own workload to ensure that all processing deadlines are met.

Arranging payment (plus supporting administrative work) to third parties ahead of any statutory deadline, such as AVC payments.

Ensure accurate administration and payment of any payments relating to the University salary sacrifice schemes.

Use in-house management information to complete the monthly and annual National Statistics Report. Also, ensure any enquiry forms related to pay, such as Jury Service/DWP are complete and returned within a timely manner.

Deal with queries and any employee pay-related concerns, providing information to staff and managers regarding complex remuneration, tax issues and overpayment issues, utilising your expert PAYE knowledge and maintaining positive communication throughout.

Ensure Payslips are made available to all employees paid in the pay period and that any stakeholders in finance or other departments receive the relevant reports for that month (i.e. Unique/Finance Management).

Undertake training and development where necessary to maintain payroll and pensions legislation to ensure information passed to staff via enquires remains valid.

Contribute to and maintain the in-house Payroll & Pensions process support document.

Provide appropriate cover on other pay groups in times of team absence.

Pensions

Have a good understanding of each pension scheme and provide accurate information to employees upon request, such as retirement quotations.

Process any changes, such as joiners, leavers and changes in employment (i.e. hours changes) in a timely manner with the relevant pension fund.

Support employees through retirement ensuring appropriate guidance and information is provided, but *not* advice.

Accurately assess workforce in line with Auto Enrolment Legislation (The Pensions Acts 2008 & 2011) & enrol eligible employees into the correct Pension Scheme.

Provide accurate APC calculations to members following authorised leave.

Arrange the payment of the monthly AVC deductions to the various AVC provider ahead of the statutory deadline.

Arrange payment of the monthly NEST contributions to the pension fund.