

# Job Description

Senior Payroll and Pensions Administrator

Payroll & Pension Department

Finance Directorate



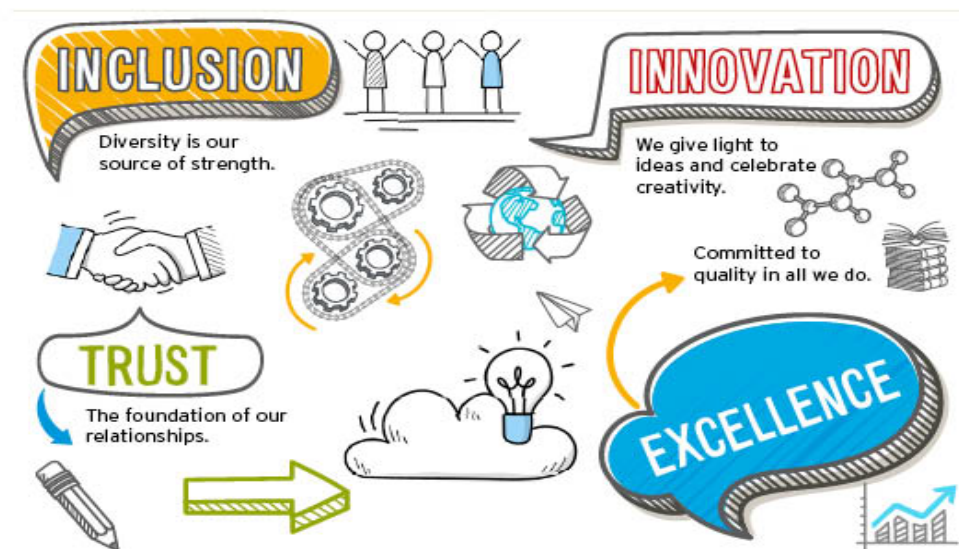
## Brief summary of the role

Role title:	Senior Payroll & Pensions Administrator
Grade:	6
Faculty or Directorate:	Finance
Service or Department:	Payroll & Pension Department
Location:	Hybrid – Home/Office (Phoenix NE Building)
Reports to:	Payroll & Pension Manager
Responsible for:	Payroll and Pension Administrators
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, equality, 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, equality, 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 inclusiveness 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

<b>Essential</b>	<ul style="list-style-type: none"><li>• Level 3 qualification (eg. A level/T level/advanced apprenticeship or similar)</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Certificate in Pensions Administration (or equivalent experience)</li></ul>

### Experience, skills, and knowledge

<b>Essential</b>	<ul style="list-style-type: none"><li>• Experience of processing payroll &amp; pension information and working in a Payroll &amp;/or Pensions team.</li><li>• Ability to use Windows based software applications, ie. Excel, Word &amp; Outlook.</li><li>• Experience of submitting monthly pension returns.</li><li>• Experience in dealing with a wide range of people and resolving queries and a variety of payroll and pension related issues.</li><li>• In-dept knowledge of PAYE legislation and current pensions legislation.</li><li>• Understanding of the statutory requirements around payroll and pension administration.</li><li>• Ability to collate, analyse and disseminate information to relevant stakeholders.</li></ul>
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	<ul style="list-style-type: none"> <li>• Experience in managing and leading teams, including delegating tasks, fostering collaboration, etc</li> <li>• High levels of attention to detail and ability to plan, prioritise and manage own workload.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience of Local Government Pension Scheme (LGPS) &amp; Universities Superannuation Scheme (USS)</li> <li>• Experience of using Zellis Resource Link</li> </ul>

#### Personal attributes

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Friendly, helpful, confident and professional.</li> <li>• Supportive and inclusive.</li> <li>• Ability to demonstrate leadership in a motivational manner.</li> <li>• Self-motivated and committed to high levels of customer service.</li> <li>• Sensitive to the use of personal data and committed to ensuring confidentiality is maintained.</li> <li>• Willing to undertake further training where identified to meet the needs of the post.</li> <li>• A willingness to develop other people as well as yourself. Committed to continuing personal development and self-manage that.</li> <li>• Understanding of the University's commitment to equality and diversity.</li> </ul>
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<b>Desirable</b>	<ul style="list-style-type: none"><li>• N/A</li></ul>
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## Main purpose of the role

This role requires you to be the primary contact for the Payroll & Pensions Team. To provide expertise in a professional and technical manner to support the team during preparation of the monthly salaries.

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 and the workload of the Payroll & Pensions Administrators. You will be the key point of contact for complex and technical queries.

## Main duties and responsibilities

### ***Payroll***

Ensure all actions on the Payroll checklist are completed and checked accordingly.

Investigate and correct payroll discrepancies and errors and coach the team to ensure that processes are in place to ensure that these errors do not re-occur.

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

Assist and guide the team with the complete reconciliation of the monthly payroll file, checking payment variances, auditable input and creating the BACS files. Assist with BACS transmission and submission to the bank.

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

Plan and prioritise your 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.

Support and provide HR with redundancy/voluntary severance calculations on request. Responsible for checking of any that the Payroll & Pensions Administrators action.

Understand and assist with monthly RTI (Real Time Information), monthly costing report including posting to the General Ledger. Liaise with accounts regarding any costing anomalies and corrections.

### ***Pensions***

Have a good understanding of each pension scheme and provide accurate information to employees upon request, such as retirement quotations, APC calculations to members following authorised leave.

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. Assist members in USS with completion of their retirement paperwork and ensure that information is submitted to USS in a timely manner.

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

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

Ensure payment of the monthly NEST contributions is accurate and timely.

Control the monthly pension returns to West Yorkshire Pension Fund & deal with monthly pension exceptions/queries.

Assist with the monthly pension returns to USS, including raising payment in a timely manner.

### ***Support***

Contribute to the improvement and development of all key procedures within the office to further automate processes and reduce errors. Control the in-house Payroll and Pensions process support documents.

Manage and develop the performance of the Payroll & Pensions Administrators, encouraging and supporting across the whole team a culture consistent with the University's ethos, aims, mission and values.

Be the first point of contact for complex and technical queries.

### ***Financial***

Provide accurate Journals and Balancing to Management Accounts for Maternity/Sick/Unpaid leave manual adjustments.

Ensure General Ledger and Payroll systems balance with HMRC payment due at the end of each period, liaising with Management Accounts.

*This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and 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.*