# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Payroll &amp; Pension Manager</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Finance</td>
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<td>Job type:</td>
<td>Professional Services</td>
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<td>Grade:</td>
<td>RHUL 8</td>
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<td>Accountable to:</td>
<td>Head of Financial Control</td>
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<tr>
<td>Accountable for:</td>
<td>Payroll &amp; Pensions Team</td>
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## Purpose of the Post

The post holder will be responsible to the Head of Financial Control for the efficient and effective operation of the College pension and payroll functions. The post holder will be responsible for the supervision of the payroll function and will be the College’s expert on Pensions legislation and the operation of the College’s pension schemes, including leading on the implementation of pension and payroll-related legislative and system changes. The post holder will undertake internal check arrangements and provide assistance to the payroll function as required.

The post holder will be the primary source within the College for the interpretation of pension scheme rules. They will ensure the College discharges its obligations in relation to employees’ pension arrangements and compliance with current pension’s legislation and the rules of the schemes administered by the College. They will act as the main contact with USS, SAUL and Prudential.

The post holder will maintain an appropriate level of technical knowledge and will develop and maintain a sufficient level of skill to utilise standard College and Finance systems.

The nature of the work requires close and productive relationships with colleagues within Finance, in Human Resources and the College generally, and with people in external organisations: consequently good communication and team-working skills are vital.

## Key Tasks

**Line Management**
- Appropriate supervision and line management of payroll and pensions staff including annual appraisals and monitoring performance.
- Dealing with any day-to-day service quality and overall resource allocation and prioritisation issues for both the Payroll Team and Pensions Team
### Pensions

- Provision of the College’s four pension schemes with SAUL and USS.
- Provision of information concerning the pension arrangements operated by the College, including changes to legislation and scheme rules, to individual members and colleagues within the Human Resources and Finance departments.
- Provision of guidance and relevant calculations on all pension related issues within the College.
- The maintenance of up to date knowledge and awareness of the schemes rules and current pension issues, which may affect the College and the interests of members, and obtaining specific advice from the pension schemes’ administrators as necessary.
- Processing of appropriate documentation relating to changes in individuals’ scheme membership status, the notification to the pension scheme administrators of amendments to members’ records and the preparation and submission of pension scheme returns, including contribution and salary data.
- Review of contributions to be recovered in respect of unpaid leave of absence, including maternity and sickness.
- Ensure the monthly collection and payment of employer and employee contributions, AVC contributions and the maintenance of accurate accounts in respect of contributions for pension scheme members.
- Perform monthly reconciliation of pension balances on the general ledger as well as quarterly salary data submissions to the pension schemes.
- Project manage the implementation of Automatic Enrolment, sourcing of an additional pension scheme and the ongoing running of the scheme ensuring accurate management and statutory compliance.
- Provision of specific training to the Pension Assistant.

### Payroll

- To manage the effective processing of pay and benefits and oversee the production, reconciliation and closure of the monthly payroll.
- To ensure the ongoing compliance with Real Time Information.
- Maintenance of up to date knowledge and awareness of statutory and internal developments affecting the payroll function, including operation of the SMART Pension salary sacrifice scheme and other salary sacrifice arrangements.
- Carrying out internal check arrangements for each run.
- Undertaking monthly and year end payroll ledger reconciliations, P11D returns and the exercise of other payroll responsibilities that may reasonably be required.
- Provision of cover for the payroll staff and assistance, when necessary.
- Maintenance and monthly payment of the Childcare Vouchers scheme.
- To ensure the prompt monthly payment of employee wages via BACS.
- The monthly data submission and payment to HMRC and any other foreign Social Security payments.
- Monthly reporting of the College’s wages and salaries to the Office for National Statistics.
- Implementation and on-going up keep of departmental procedures.
Other Duties and Responsibilities

- Participation in the development and review of procedures, systems and software. The payroll system uses Northgate Resourcelink interfaced to the general ledger and business objects report writer.
- Ensuring that there is good day-to-day communication between Payroll and Human Resources and other departments.
- Liaison with internal/external bodies e.g. Internal Auditors, External Auditors, HM Revenue & Customs, The Pensions Regulator, Scheme Administrators, The Pensions Trust and Pension Scheme providers.
- Attendance at appropriate meetings such as workshops, AGMs and user groups. USS holds training seminars periodically in Liverpool and the post holder will be expected to attend as appropriate.
- Any other duties required by the line manager or Head of Department that are commensurate with the grade.
- As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.

Internal and external relationships

The following list is not exhaustive and the post holder will be required to liaise with; All University employees, Human Resources, Finance staff, USS, SAUL, Benefits Agency and HMRC.