



**Corporate Services
Finance - Payroll**

Payroll Manager

This exciting role involves ensuring the timely and accurate payroll and expenses processing for over 10,000 staff/pensioners and fees claimants, through the University month-end, mid-month and pension payrolls.

This opportunity to work at one of Leeds' largest organisations will need an individual that has experience of processing high volume payrolls, together with an extensive knowledge of all payroll activities (including PAYE, NIC, SSP, SMP, SAP, SPP and manual calculations).

You will be required to provide legislative guidance in relation to employees, self employed and overseas workers, together with a comprehensive understanding of all current related HMRC rules.

You will have an excellent understanding of payroll legislation, ideally CIPP qualified, with an extensive knowledge of all current and prior year HMRC statutory reporting requirements.

You will possess strong leadership and team management skills, have the ability to motivate and influence team members, and will lead the development of the Payroll service ensuring it meets the needs of a leading University.

You will need a flexible approach to work, but be able to work to tight deadlines and under pressure. Knowledge of integrated ERP/payroll systems, preferably SAP, would be advantageous.

University Grade 8 (£38,511 - £45,954 p.a.)

Informal enquiries may be made to Nicola Price, tel +44 (0)113 343 6060, email N.E.Price@leeds.ac.uk

Closing Date: 12 August 2014

Ref: CSFIN1000

Click here for further information about working at the University of Leeds
www.leeds.ac.uk/info/20025/university_jobs

Job Description

Reports to: Financial Controller

The University is a large and complex organisation with several payrolls making payments to over 10,000 people a year.

Managing the provision of the Payroll service including: mid month and month end staff, fees/visitors, subsidiaries and pensioners payrolls, you will also be responsible for the weekly expenses processing of all staff, student and visitor expense claims.

You will be responsible for the Payroll office of ten staff; the production of all payrolls, ensuring that procedures are properly understood and carried out; will have an extensive knowledge and understanding of payroll legislation (preferably including international working); will train and supervise staff on all payroll related matters; will be involved in the recruitment of new members of staff; and will manage the implementation of new payroll procedures and SAP system changes. You will be responsible for working with the SAP IT system team on payroll matters, specifying developments and delivering project related business changes.

Main duties and responsibilities

- Accountable for the production of all payrolls ensuring that the procedures and controls involved in processing the payrolls are properly understood and carried out by those responsible, and that the highest standards of accuracy are maintained.
- Leading the development and implementation of a service improvement strategy for payroll, supporting the University's strategy and meeting the needs of a leading University.
- Accountable for providing a 'best in class' payroll service to the organisation, with particular emphasis on customer service. Perform an annual benchmarking review exercise.
- Providing guidance to the Faculty / Services teams in respect of HMRC legislation and ensuring that University team practices are compliant. Performing audits of Faculty practice, specifically in relation to expenses processing and fees payments and ensuring business teams are fully briefed on current legislation.
- Accountable for tax year end reporting for all companies which includes balancing of Income Tax and National Insurance Contributions, filing HMRC periodic RTI returns, producing P60s, P11Ds, Section 16 filing, and comprehensive checking of all returns. Accountable for ensuring all returns are submitted to HMRC legislative requirements.
- Proactively keeping up to date on, and advising on existing and new legislation particularly in relation to Income Tax, National Insurance Contributions, SSP, SMP, SAP, SPP, self employed individuals, RTI and P11d reporting.
- Accountable for delivering the weekly expenses processing, inclusive of E-Expenses staff claims and paper claims for students and visitors. Ensuring claims are processed within the University Financial policies and aligned to HMRC legislation.

- Developing, implementing, specifying and testing systems, including amendments to existing programs and configuration changes to the SAP Payroll system. Undertaking assignments that require the application of specialist knowledge and understanding of the SAP payroll system.
- Leading, managing and motivating staff, including annual performance reviews. Developing team members to provide a cost-effective high quality, leading Payroll service.
- Training new and existing staff in procedural and other payroll related matters, e.g. legislation, policy decisions.
- Managing the introduction of new payroll procedures and devising and implementing amendments to existing procedures as appropriate.
- Producing management information on Payroll on a monthly basis
- Running a range of SAP system processes that support the payroll cycles e.g. P45s, Wage Type Statements for checking payroll calculations, Court Orders, absence reports etc.
- Accountable for checking, ensuring accuracy of, and authorising payments to HMRC, members of staff and external bodies (e.g. UCU, UNISON)
- Balancing and checking SAP GL accounts e.g. Income Tax, National Insurance Contributions, SMP, Council Tax etc.
- Maintaining payroll timetables for SAP users and schedules for running payroll programs, ensuring that deadlines and accuracy are achieved. Advising staff in other departments (e.g. Human Resources and Pensions) on Payroll processing and procedures.
- Overseeing correspondence and enquiries to the Payroll Office and preparing responses to complex enquiries.
- Building and maintaining effective Payroll Team relationships with related services e.g. Human Resources and Financial Services.
- Advising on employment status in respect of payment of fee earners.
- Ensuring the University is meeting & maintaining all HMRC controls in respect of Fees earners for related Section 16 or Schedule 23 requests.

Note: This is not an exhaustive list but summarises the main areas of responsibility.

Career Expectations

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - <http://jobs.leeds.ac.uk> - to allow staff to apply for wider career development opportunities.

University Values

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

Person Specification

Essential

- Proven knowledge and experience of payroll management within a large, complex or similar organisation.
- Comprehensive knowledge of payroll systems.
- Comprehensive knowledge of payroll procedures, controls and statutory requirements of PAYE, NIC, SSP, SMP, SAP, SPP etc.
- Comprehensive knowledge and experience of tax year end reporting, including all HMRC RTI returns, P60s, Section 16 and P11Ds etc.
- Able to manage a range of tasks simultaneously, paying attention to detail and accuracy.
- Honesty and integrity and the ability to maintain absolute confidentiality.
- Strong leadership & people management skills, with the ability to motivate and influence.
- Experience of team building and implementing improvements.
- Thorough approach to problem solving.
- Able to work under pressure and to strict deadlines.
- Flexible approach to work.
- Good organisational and time management skills.
- Full range of highly developed communication skills.
- High standard of numeracy/literacy.
- Working knowledge of Microsoft Excel, Word and Outlook.

Desirable

- Degree or CIPP qualification.
- Experience of an Education / University Payroll environment.
- Knowledge / understanding of HMRC requirements and international taxation in relation to overseas workers.
- Experience in providing HMRC policy guidance to senior teams within the organisation
- Knowledge and experience of SAP Payroll system.
- Experience in providing an expenses / payments service
- Experience in training staff in payroll matters.
- Experience of project management.
- Experience of design and implementation of payroll controls and procedures.

Additional Information

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at www.leeds.ac.uk/hr

The Partnership

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

Disclosure and Barring Service checks

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

Disabled Applicants

The post is located in Level 11, EC Stoner Building. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.