

# Payroll Manager

## Job Description

### Position overview

<b>Department</b>	Finance
<b>Location</b>	Devon House, London (opportunity for flexible work arrangement)
<b>Term</b>	Part-time ( 2-3 days per week); permanent
<b>Salary</b>	£37,000-£45,000 (pro-rata) per annum, depending on experience
<b>Benefits</b>	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
<b>Start</b>	January 2023

The Payroll Manager is accountable for the day-to-day running of payroll at the University. These include Gross to Net calculations for all staff on a monthly basis, compliance with all HMRC and pension requirements, as well as supporting the work required to deliver all necessary regulatory reporting to other external bodies where applicable.

### Duties and Responsibilities

Although the list is not exhaustive the Payroll Manager will be expected to:

#### Transactions

- Onboarding all new staff onto SAGEPayroll as they join the University ensuring appropriate pro rata calculations are made and accurate Tax codes are used.
- Processing of any changes relating to existing employees as instructed by HR or the Finance Director.
- Processing leavers as instructed by HR.
- Pension auto-enrolment requirements including communications with staff, processing opt-out, liaising with pension provider and The Pension Regulator as required.
- Onboarding of relevant staff onto Scottish Widows platform.
- Calculation and processing of salary sacrifice deductions where relevant.

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- Deal with staff queries in a timely and appropriate manner.

### **Reporting & Compliance**

- Provide the Director of Finance accurate and complete monthly net calculations for review and subsequent payment by Finance.
- Monthly reporting of Full Payment submissions, Full payment adjustments and any other Employee related return to HMRC as relevant.
- Monthly reporting of pension contributions to Scottish Widows.
- Support the Finance Director with the regular review of any relevant policies and procedures as required.

### **Additional Duties**

- Assist the Director of Finance in preparing reports for senior management, stakeholders, and board members.
- Future line management of additional roles as required by the business
- To undertake such other duties commensurate with the nature of the post as may reasonably be required.
- Foster a positive work environment with a good team spirit, including the wider professional and academic departments.

## About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021. The University continues to grow further expanding its student cohort, courses, network and opportunities. students year on year, further expanding its courses, network and opportunities.

Person specification criteria (essential / desirable)

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Specification	Essential / Desirable
<b>Education, Qualifications and training</b>	
Membership of CIPP or working towards achieving it.	D
<b>Experience</b>	
Strong payroll skills and previous experience in a similar role	E
<b>Knowledge, Skills and Abilities</b>	
Good written communications and strong interpersonal skills to deal with individuals at various levels, and on potentially sensitive matters	E
Excellent IT skills, including advanced level with Microsoft Office Suite	E
Highly computer literate with experience of accounting packages	E
Ability to work quickly, accurately and to deadlines, using a logical and methodical approach	E
A team player, with the ability to work independently	E

## Application process

Applications should be made via [this link](#) by 20:00 on **5<sup>th</sup> Dec 2022**. Please reference your application "**PM1122**". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.