

Job Description

Payroll Manager

Position Overview

Department	Finance & Data Governance
Location	Devon House, London (Hybrid role – portion of work from home negotiable and dependent on work cycles)
Term	3-5 days negotiable; permanent
Salary Range	Up to £45,000 per annum, depending on experience
Benefits	The university supports staff maintaining a good work/life balance, offer flexible working and parental leave opportunities, an Employee Assistance Programme which provides free, confidential advice on both home and work concerns as well as optional private medical insurance, season ticket loans and being part of the cycle to work scheme.
Direct Reports	Payroll Co-Ordinator, full time hybrid role
Reports to	Director of Finance initially, Financial Controller from October 2024
Start	ASAP

The Role

This is a new role in an expanding Finance team supporting the Director of Finance to deliver high quality, efficient, timely payroll every month. It is a particularly exciting opportunity to help deliver a migration from SAGE Payroll to Workday during 2024, and it will be pivotal in developing and delivering process and system improvements as the University continues to grow.

The ideal candidate will have a proven track record of process improvement and development, strong managerial skills and an aptitude for working independently to tight deadlines.

Duties and Responsibilities

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.

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

Transactions

- Oversight (and cover as required) of Payroll Co-Ordinator duties as follows:
 - Onboarding all new staff onto SAGE Payroll 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.
 - 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.
- 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.
- Liaise with Finance team to produce timely information for accounting.
- Support the Director of Finance 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.
- Assist the Director of Finance during the migration from SAGE Payroll to Workday in conjunction with the implementation team.
- Line management of Payroll Co-Ordinator (full time role)
- 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. Northeastern University London is part of Northeastern University's Global Campus Network. Positioned as top ranking in the USA, Northeastern has campuses in Arlington, Boston, Charlotte, Miami, Oakland, San Jose, and Seattle in the USA, and Toronto and Vancouver in Canada.

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.

Northeastern University London offers a vibrant, collegiate community delivering broad and academically rigorous degree programmes, designed to equip graduates with the combination of skills and knowledge that are increasingly desired by organisations, employers, and society. It offers state of the art audio visual technology in its teaching and meeting spaces across the organisation.

Person Specification Criteria

To undertake this role, the following should apply – should you not have the experience below, please do highlight where transferrable skills would assist with you undertaking the role.

- Experience:
 - Strong payroll skills gained in a similar role.
- Knowledge, Skills, and Abilities:
 - Good written communications and strong interpersonal skills to deal with individuals at various levels, and on potentially sensitive matters.
 - Good working knowledge of SAGE Payroll and/or Workday desirable.
 - Excellent IT skills, including Advances level with Microsoft Office Suite
- Education, Qualifications and Training
 - Membership of CIPP or working towards achieving it (support available)
- Personal Attributes:
 - Ability to work quickly, accurately and to deadlines, using a logical and methodical approach.
 - A team player, with the ability to work independently.

Additional Information

Enquiries

Role specific enquiries may be made to Vanessa Carreras, vanessa.carreras@nulondon.ac.uk . General enquires to jobs@nulondon.ac.uk However, all applications must be made in accordance with the application process specified.

Application Process

Applications should be made via [this link](#) by 23:59 on 31 March 2024. Please reference your application “**PM0224**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page that addresses the criteria for the role and a full curriculum vitae.

Please note this role may require a basic or enhanced DBS check. Please note this role may require a basic or enhanced DBS check. Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of our students and staff, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Ofsted requirements. You must adhere to the above if you are offered a role with NU London.

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

Job sponsorship: This job does not meet the requirement for a Certificate of Sponsorship under the Home Office Regulations.