

Appointment details

Deputy Payroll Manager



Closing date

10 April 2015

Ref: R150078

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▶ About Aston University

Founded in 1895 and a University since 1966, Aston is a long established research-led University known for its world-class teaching quality and strong links to industry, government and commerce. Professor Dame Julia King became Vice-Chancellor of the University in 2006.

Outstanding graduate employability

Aston has been a leading university for graduate employment success for over 25 years. Over 75% of Aston graduates go on to a graduate level job within six months. The majority of Aston students choose to take an integrated placement year or year abroad, making them very attractive to employers. We have strong relationships with national and international graduate employers, as well as smaller and local employers. These relationships are extremely important and make a real contribution to graduate employability.

Aston University is 14th in the UK for 'Top universities by graduate earnings', ahead of UCL, Bristol, Warwick and Loughborough. (The Telegraph, 2015).

Career focussed programmes

Aston's close and established links with business, the public sector and the professions ensure that our career focussed degree programmes are inspiring, challenging and constantly updated to equip students with essential work-related skills and experiences.

Excellence in teaching and research

We are committed to high quality teaching and academic excellence, ensuring we provide the highest standard of education to our students. Aston has an excellent reputation for research which shapes and improves lives. We're proud of the quality of our research and the real world applications developed as

a result – it makes a substantial and beneficial difference to people, organisations and society.

Aston's four academic Schools offer a range of undergraduate and postgraduate degree programmes, and also work with the public and private sectors to develop tailored Foundation Degree programmes.

International

Aston University is a popular choice for international students. We recognise and welcome the important academic contribution and cultural diversity international students bring to our university environment. Students from over 120 countries study at Aston University each year.

Aston University is rated as one of the '100 most international universities in the world 2015.' (The Times Higher, 2015).

Birmingham – one of Europe's liveliest cities

Birmingham is internationally recognised as a leader in leisure, entertainment, shopping and sport. It is an international centre for business, commerce and industry, housing numerous UK and overseas banks and law firms. Birmingham attracts 25 million visitors each year and contributes billions to the national economy through manufacturing and engineering.

Whether by road, rail or air, travelling to and from Birmingham is easy. The University campus is located in the city centre making it very accessible to an extensive network of motorways and railways.

A green, sustainable campus

Located in the heart of a vibrant city, our 40 acre campus houses all the University's academic, social and accommodation facilities for our 9,500 students.



Welcome from Alan Charters

Dear applicant

I am delighted that you are considering applying for this position at what is a particularly exciting time for Aston University, and an incredibly challenging time for the Higher Education (HE) sector. The HE sector is currently experiencing an unprecedented scale and pace of change, combined with a high degree of ambiguity and uncertainty.

Whilst there are some 'knowns' - HEFCE funding for both teaching and capital investment has experienced dramatic reductions, the impact of the UK's new visa regime on international student numbers - there are equally important 'unknowns' - to what extent will student expectations rise as a result of the increased fees. Universities who are able to adapt swiftly to a changing and increasingly competitive market will thrive.

Aston is well positioned for the future. Our vision 'Employable Graduates; Exploitable Research' not only inspires and motivates students, but speaks to business and governments, who will increasingly look to Aston for ideas and partnership.

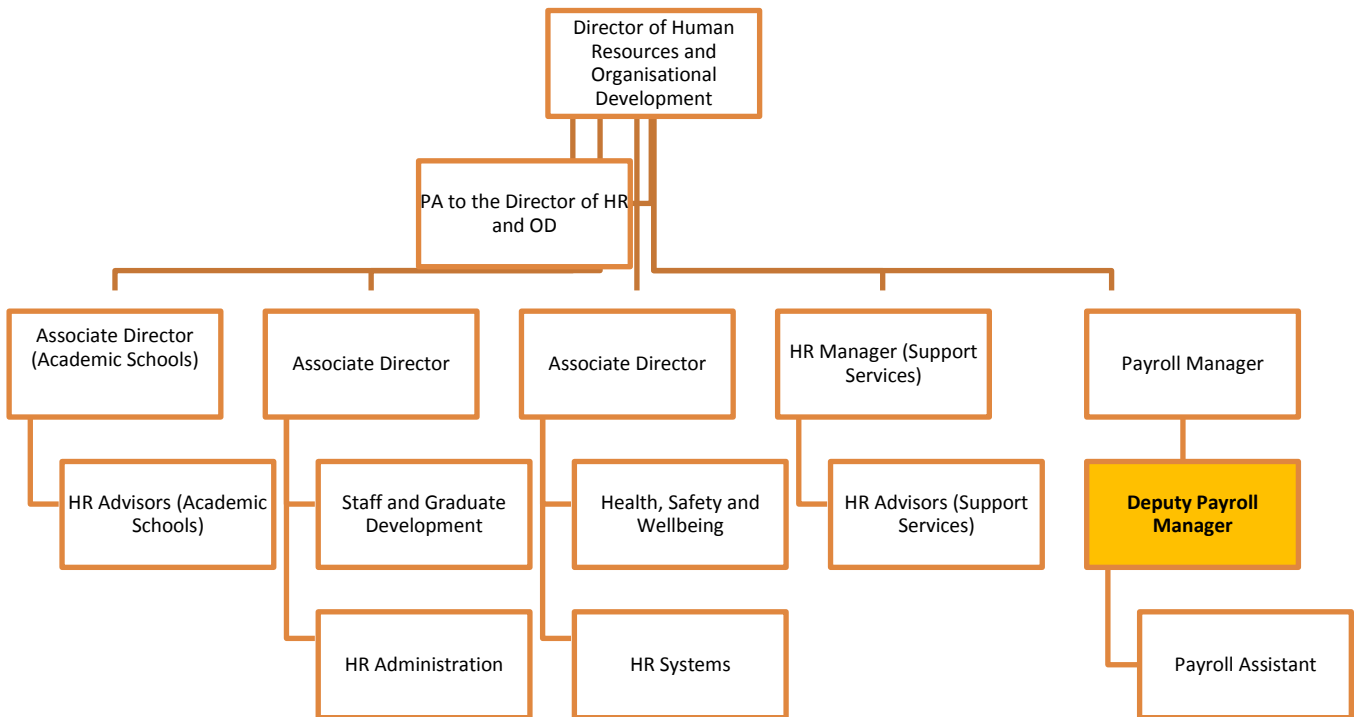
I look forward to receiving your application, and learning more about how you feel you can contribute to Aston's continuing success.

A handwritten signature in black ink that reads 'Alan Charters'.

Alan Charters
Chief of Operations and Estates

► Human Resources and Organisation Development

Department Structure



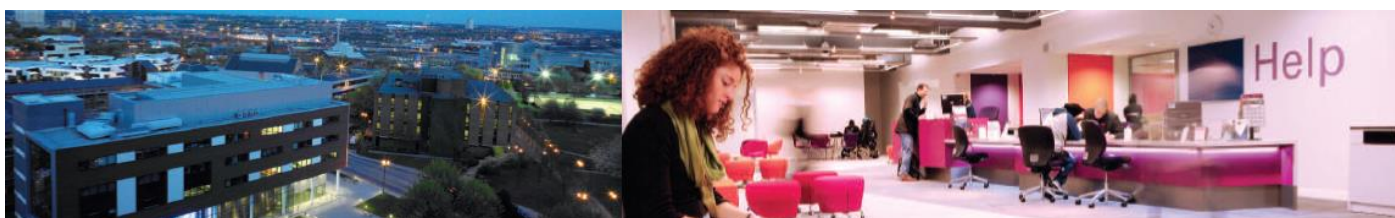
▶ Job description

To supervise and administer the University's payroll through the CORE/HR and payroll system; ensuring that staff are paid correctly and on time, in accordance with their terms and conditions of employment and applying correct PAYE, flexible benefits and pension legislation.

To deputise for the Payroll Manager as and when required, both in operational management and in contributing to relevant strategic initiatives.

Responsibilities

- ▶ Supervise the day to day operational administration of the CORE payroll system and process all incoming payroll information from a variety of internal and external sources including Human Resources, support departments and Schools and employees.
- ▶ Understand and apply both University and statutory regulations, absence payments, flexible benefit and pension schemes.
- ▶ Assist with the development, documentation and implementation of effective and efficient administrative procedures and identify opportunities for system developments.
- ▶ Support the Payroll Manager with the timely and accurate completion of payroll month end reconciliations, statutory returns for pay and benefits, including pensions and P11ds.
- ▶ To review and process, for monthly paid staff, all incoming information from a variety of internal and external sources including Human Resources, support departments and Schools and employees, Council authorities and Inland Revenue.
- ▶ To understand and apply both University and statutory regulations relating to pay including sickness, maternity, paternity and adoption.
- ▶ To understand and apply rules in relation to pay and deductions on behalf of Universities Superannuation Schemes, USS final salary, USS care scheme, Aston University Pension Scheme and LGPS and Teachers pension scheme.
- ▶ To understand and apply the Universities flexible benefit schemes in respect to pay and deductions for a variety of chosen options, including pensions, car parking fees, bicycle purchase scheme and childcare vouchers.
- ▶ To understand and apply the correct procedure for appointments and termination of employment, P46/P45, ensuring correct payments and pension schemes.
- ▶ To ensure individuals terms and conditions of employment are applied correctly e.g. occupational sickness/maternity pay, overtime rates.
- ▶ Process final calculations, and ensure accuracy by running and checking reports.
- ▶ Responsible for the timely and accurate administering of BACS, PAYE/RTI and costing reports on a monthly basis.
- ▶ Responsible for balancing the year to date reports using Excel spreadsheets prior to processing.
- ▶ Check and amend costing reports for financial accounts.
- ▶ Responsible for balancing PAYE reports in preparation of payment to HMRC.
- ▶ To calculate and raise payments for special cases where notification and authorisation, adjustment to pay, is received after the deadlines.
- ▶ To respond to enquiries and advise all levels of staff, communicating via telephone, letter, email or in person.
- ▶ To check and where necessary communicate with members of staff in order to reimburse expenses. Ensure compliance with Inland Revenue legislation and University expenses policy/procedures. When necessary create reports, check payment lists, create BACS files for Accounts Payable.
- ▶ Line management responsibility, including assisting with the assessment and implementation of training for staff, as part of the PDR process.
- ▶ Undertake other payroll duties as required, and represent the payroll team at internal working group and/or committees and external professional groups.
- ▶ Carry out any ad hoc assignments as required by the Payroll Manager and/or Director of Human Resources.



► Person specification

	Essential	Method of assessment
Education and qualifications	<p>Good standard of general education (minimum A level). English and Mathematics GCSE minimum Grade C.</p> <p>Chartered Institute of Payroll Professionals (CIPP) Payroll Management qualification.</p>	Application form
Experience	<p>Substantial experience in a payroll department including provision of a full payroll service manual calculations, salary sacrifices, flexible benefits and numerous contribution schemes.</p> <p>Experience of producing/processing payroll without supervision.</p> <p>Experience of and understanding of HR procedures/terms and conditions of employment and how they relate to pay.</p> <p>Ability to work with sensitive information and treat this confidentially in line with the requirements of Data Protection Act.</p> <p>Experience of supervising staff.</p>	Application form, Interview
Aptitude and skills	<p>Knowledge of Government statutory legislation including taxation, NI, SMP.</p> <p>Knowledge of tax legislation relation to expense claims.</p> <p>Knowledge of employment legislation including Working Time Directive and National Minimum Wage.</p> <p>Ability to work as part of a team and to contribute to outstanding team performance.</p> <p>A customer focused approach</p> <p>Good verbal and written communication skills.</p> <p>Able to manage own time, working on own initiative as well as working within a team to meet tight deadlines.</p> <p>Ability to motivate and achieve work objectives through staff.</p>	Application form and interview
	<p>A high level of accuracy and attention to detail.</p> <p>Good organisational skills and an ability to work to deadlines.</p> <p>Deal with sensitive matters professionally, with a respect for confidential information and a high level of discretion and diplomacy.</p> <p>Ability to develop innovative solutions to problems and</p>	Interview

	Essential	Method of assessment
	implementing consequent changes. Analytical, detail oriented and meticulous.	Interview

	Desirable	Method of assessment
Education and qualifications	Chartered Institute of Payroll Professionals (CIPP) diploma in Payroll Management or equivalent.	Application form
Experience	Experience using CORE HR and Payroll system Experience and a proven track record in payroll system changes and integration. Substantial experience of producing computerised payroll-related management information reports.	Application form, interview

► Salary & benefits

This post is offered on a full-time, continuing basis. The appointment is Grade 8 and the salary range for this grade is £31,342 - £37,394 per annum.

Holiday entitlement	30 days per annum, in addition to 13 days public and university holidays.
Pension	Eligible staff are offered a defined benefit pension with the Universities Superannuation Pension Scheme.
Contribution pay	The University's Performance Development and Reward Scheme provides for salary enhancement for staff who are considered to be performing at an exceptional level on a consistent basis.
Relocation	Aston University aims to recruit the most talented individuals. This policy is intended to support this aim by providing assistance to new employees who have to relocate to take up a position. This policy applies to staff appointed to a position from 1 January 2014 at grade 7 (salary point 25) or above on an open-ended contract or to a fixed term position of two years or more, and who have to relocate their place of residence in order to take up the appointment.

Visit our website: aston.ac.uk/hr for full details of our [salary scales](#) and the [benefits](#) Aston University staff enjoy.

► How to apply and the selection process

Please visit our website aston.ac.uk/jobs to apply online. If you do not have internet access, call 0121 204 4500 and leave your name and address quoting the job title and reference number.

Closing date for applications 10 April 2015

Interview date To be confirmed

Please contact Linda Pope, Director of Human Resources and Organisational Development for an informal discussion about the role. Email: l.pope@aston.ac.uk

If you would like information on the progress of your application, advice on any aspect of the appointment process, or a conversation about our terms and conditions of service, please contact:

Anne-Marie Lokwiya
HR Advisor
+44 (0) 121 204 4576
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HR Administrator
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► Outline terms and conditions of the appointment

Qualifications	Successful candidates will be required to produce evidence of their qualifications upon joining the University
Medical clearance	It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.
Eligibility to work in the UK	<p>Candidates who are not citizens of the United Kingdom, or of another EEA member country, should ensure that they meet the requirements of one of the 5 tiers of the immigration points based system.</p> <p>Candidates should check their eligibility to enter or remain in the UK in advance of making any job application using the points-based calculator on the UK Visas and Immigration website. If you do not meet the minimum points requirement, you will not be able to work in the UK and any application for employment would be unsuccessful.</p>
Document checks	As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Further information about these requirements can be found on the UK Visas and Immigration website .
Equal opportunities	<p>Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes, that we encourage applications from all groups represented in the wider community at a local, national and international level.</p> <p>The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career at Aston.</p> <p>An Equal Opportunities Monitoring Form is included with the application form.</p>
Data Protection Act 1998	<p>Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.</p> <p>Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.</p>
Disclosure and Barring Service (DBS)	Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for is listed as an exception under the act.

Full details of our terms and conditions of service and associated policies and procedures are available online at www.aston.ac.uk/hr.

Aston University
Employable Graduates
Exploitable Research

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