

Appointment details
Payroll Supervisor

Job Ref: R170044

Closing Date: 19 February 2017

EXCELLENT
DIFFERENT
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ASTON



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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 business and the professions. Professor Alec Cameron became Vice Chancellor of the University in 2016, building on a strong legacy left by the Baroness Brown of Cambridge.

Outstanding graduate employability

Aston has been a leading university for graduate employment success for over 25 years. More than 80% 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.

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 ranked 29th in the world and 9th in the UK as one of the 'most international universities in the world.' (The Times Higher World University Ranking, 2016-17).

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.

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 14,355 students. All staff have the opportunity to contribute to our sustainability agenda and practices.



Welcome from Professor Alec Cameron, Vice Chancellor & Chief Executive

Dear applicant

The HE sector is currently experiencing an unprecedented scale and pace of change, combined with a high degree of ambiguity and uncertainty. Those universities able to adapt swiftly to a changing and increasingly competitive market will thrive. As a mid-sized, focused university Aston has the advantages of agility, innovation and team working that some other institutions do not. Our integrated placement year, our applicable, exploitable research, and our commitment to widening participation all help to make Aston distinct.

The 2014 Research Excellence Framework results recognised the quality and impact of Aston research. This research directly influences medical breakthroughs, advancements in engineering, innovation, policy and practice in government, and the strategies and performance of local and international business. The Times Higher Education REF rankings placed Aston University 35th in the UK and 78% of our submissions were judged to be World Leading or Internationally Excellent.

Teaching quality and the student experience are an important focus at Aston. We are committed to doing all we can to address the needs of students and to assisting them to achieve their career ambitions on graduation.

We very much look forward to receiving your application and learning more about how you would contribute to Aston's continuing success.

A handwritten signature in blue ink that reads "Alec Cameron." The signature is written in a cursive, flowing style.

Professor Alec Cameron

Vice Chancellor & Chief Executive

► University values

All staff are expected to demonstrate / promote the University's values and expectations, which are an integral part of our 2020 strategy and underpin the culture of the University. Our vision is to be the UK's leading University for business and professions, where original research, enterprise and inspiring teaching deliver global impact. More information about the university's values is available at www.aston.ac.uk/staff/working/dare-to-succeed/values/

In addition, our leaders are expected to be accountable, help to execute strategic visions of the University, share and set clear expectations that inspire those around them. Further information on our leadership expectations can be found at: <http://www.aston.ac.uk/EasySiteWeb/GatewayLink.aspx?allId=158042>



► Staff expectations

All staff are expected to;

- Be committed to delivering high performance
- Recognise and praise the high performance of others
- Remain open to new ideas and seek to act quickly for positive change
- Develop themselves, and support the development of others
- Be ambitious, for themselves, their teams and the university
- Engage with others, listen, observe and communicate
- Focus on excellent customer service, finding solutions and saying “yes”
- Make reasoned decisions without fear of blame
- Engender trust through their own actions
- Be fair in all matters

▶ Job description

The principal role of the job is the day to day management of the payroll office and responsibility for the operational working of all the University Payrolls, with a particular emphasis on ensuring that deadlines are met by staff and that policy and procedures are adhered to. This involves ensuring that all staff are correctly paid and all statutory returns and enquiries are responded to within acceptable time limits. This will include advising the Payroll Manager on quality standards and service level indicators and then monitoring and evaluating their effectiveness.

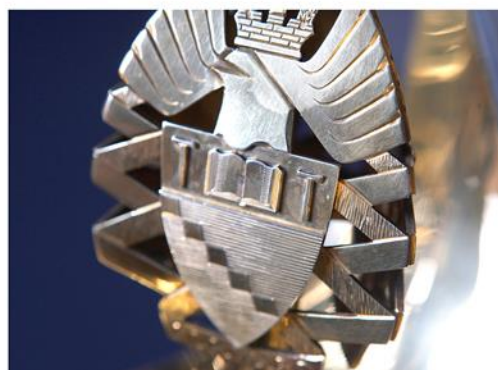
The post-holder is also responsible for the provision of payroll information and advice to Human Resources and University Staff. They will be expected to understand the impact of all current and new legislation and its application on a daily basis.

Responsibilities

- ▶ Responsible for end-to-end processing of all University and bureau payrolls, including staff expenses, processing all incoming payroll information from a variety of internal and external sources including Human Resources, school and support departments, employees and external agencies (DWP etc).
- ▶ Responsible for the timely and accurate administration of BACS, PAYE/RTI and costing reports.
- ▶ Responsible for the completion of all payrolls, with a good understanding of month end and year to date reconciliations, third party payments and statutory returns including end of year P11ds & PSA calculations.
- ▶ Understand and apply both University and statutory pay regulations, absence payments, flexible benefits and pension schemes including Pension Auto-enrolment.
- ▶ To calculate and raise ad-hoc payments as required in accordance with University procedure.
- ▶ Responsible for the ongoing development, documentation and implementation of effective and efficient payroll procedures and identify opportunities for internal system developments.
- ▶ Responsible for managing payroll administrators, encouraging development through the assessment and implementation of training requirements identified from process changes and the PDR process.
- ▶ Provide support and advice to all service customers including staff, pensioners, and third parties via telephone, letter, email and face to face.
- ▶ Undertake other payroll duties as required, including standing in for the Payroll Manager during absence.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.



► **Person specification**

	Essential	Method of assessment
Education and qualifications	Good standard of general education (minimum A level). English and Mathematics GCSE minimum Grade C.	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 and knowledge of integrated HR and payroll systems.</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 managing workloads and supervising staff.</p>	Application form, interview
Aptitude and skills	<p>Knowledge of Government statutory legislation including taxation, NI, SMP, P11ds, PSA agreements.</p> <p>Knowledge of tax legislation in relation to expense claims.</p>	Application form and interview

	Essential	Method of assessment
	<p>Knowledge of employment legislation including Working Time Directive and National Minimum Wage.</p> <p>Ability to define, implement and document processes changes.</p> <p>Ability to work as part of a team and to contribute to outstanding team performance.</p> <p>Ability to prioritise work and balance short term and medium/long term tasks within a fast paced environment.</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 self and others to achieve work objectives.</p> <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 implementing consequent changes.</p> <p>Analytical, detail oriented and meticulous.</p>	Interview

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



► Salary & benefits

This post is offered on a continuing basis. The appointment is Grade 7 and the salary range for this grade is £25,298 to £30,175 per annum

Holiday entitlement

30 days per annum, in addition to 13 days public and university holidays.

Pension

Eligible staff are offered membership of the University Superannuation Scheme which is a hybrid pension arrangement. For further information please visit www.uss.co.uk/members/members-home.

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. Positions which are externally funded fall outside of this policy. Individuals may be eligible to claim costs in line with the relevant funding arrangements.

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 19 February 2017

Interview date 6 March 2017

Please contact Azhar Farooq, Head of HR Operations for an informal discussion about the role.

Tel: +44(0) 121 204 4412 Email: a.farooq5@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 Business Partner
+44 (0) 121 204 5385
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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

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.

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.

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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