



**OPPORTUNITY**

Where change  
gets real.



Aston University



**Reference: 0249-26**

**Grade: 06**

**Salary: £27,319 to £29,588 per annum, depending on experience**

**Contract Type: Permanent**

**Basis: Full time**

## Job description

### Job Purpose:

Our people are an integral and essential part of the Aston 2030 strategy, published in June 2023. Our key people-related aims include being the best place to work and attracting and retaining the most talented and dedicated individuals to achieve their full potential while at Aston. Our Finance Department will play a key role in supporting the development and implementation of our evolving People Strategy which will enable the delivery of the Aston 2030 strategy.

The Payroll and Pensions Administrator support the team to administer the university and bureau payroll, ensuring regulatory and legislative compliance, and providing relevant information to key stakeholders, including Finance, HROD and Aston employees.

Reporting to the Deputy Payroll and Pensions Manager, the postholder will help with accurate processing of all university and bureau payrolls, in accordance with the university's statutory and contractual obligations, to include all payment of salaries, pension, flexible benefits, and expense claims.

### Main Duties/Responsibilities:

- ▶ Support the Deputy Payroll and Pensions manager with the day-to-day operational administration of the payroll system and processing incoming payroll information from a variety of internal and external sources including HROD, academic and professional services departments and employees.
- ▶ Understand and apply both university and statutory regulations, absence payments, flexible benefits, and pension schemes.
- ▶ To apply and provide guidance on both university and statutory regulations relating to pay including sickness, maternity, paternity, and adoption.
- ▶ To calculate and apply deductions on behalf of Universities Superannuation Scheme (USS), Scottish Widows, National Employment Savings Trust (NEST), Local Government Pension Scheme (LGPS), NHS, Teachers Pension Scheme (TPS) and The Peoples Pension. Respond to ad-hoc requests for information in relation to pension and benefit schemes.
- ▶ To administer multiple pensions under relevant pension scheme rules, such as retirements, voluntary severance agreements, death benefits, additional voluntary contributions (AVCs) and to ensure that accurate information is communicated to members in an appropriate and timely manner.
- ▶ To apply and provide guidance on 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.
- ▶ Respond to ad-hoc requests for information in relation to pension and benefit schemes and redundancy and exit agreements.

- ▶ Support with the timely and accurate administering of BACS, Pay as You Earn (PAYE), Real Time Information (RTI) and costing reports on a monthly basis.
- ▶ To develop knowledge of all overriding regulatory compliance and tax legislation relevant to university pension and benefit schemes. Liaising with HMRC, the Pensions Regulator, the Department for Work & Pensions (DWP) and other pension and benefit providers as appropriate.
- ▶ 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 to reimburse expenses.
- ▶ To ensure compliance with HMRC legislation and university expenses policy/procedures.
- ▶ Undertake other payroll duties as required and carry out any ad hoc assignments.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ 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
<b>Education and qualifications</b>	A good Degree or equivalent relevant work experience.	Application form
<b>Experience</b>	<p>Experience of working in a similar role in a payroll function.</p> <p>Experience of payroll, pension and benefits administration, including salary sacrifice, defined benefit and defined contribution.</p> <p>Experience of interpreting pension scheme and providing information to employees.</p> <p>Experience of implementing legislative changes impacting on pension and benefit provision.</p> <p>Experience of liaison with a variety of pension and benefit providers and associated bodies such as HMRC, Pensions Regulator and third parties.</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 the General Data Protection Regulations (GDPR).</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Knowledge of UK Government statutory legislation including taxation, national insurance, statutory maternity pay, etc.</p> <p>Knowledge of employment legislation including Working Time Directive, off-payroll working (IR35) determination and National Minimum Wage.</p>	Application form and interview


	Essential	Method of assessment
	<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> <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>	

	Desirable	Method of assessment
<b>Education and qualifications</b>	Chartered Institute of Payroll Professionals (CIPP) qualification.	Application form
<b>Experience</b>	<p>Experience of working in a higher education (HE) context.</p> <p>Experience of working with integrated HR and payroll systems.</p>	Application form and interview

## University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours

				
<b>Innovation</b>	<b>Collaboration</b>	<b>Ambition</b>	<b>Inclusion</b>	<b>Integrity</b>
We strive for excellence within ourselves and others, providing solutions to new and existing challenges.	We work best when we are collaborative, working together to contribute to the Aston community.	We strive together for improvement and innovation looking ahead to see the bigger picture.	We treat everyone in our community equally and how they would like to be treated.	We are open, honest and fair. We take ownership of the way we work and how we treat each other.

## How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.  
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

Name: Joanne Tyrpak  
Job Title: Deputy Payroll and Pensions Manager  
Email: [j.tyrpak@aston.ac.uk](mailto:j.tyrpak@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4500.

## Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** [Benefits and Rewards | Aston University](#)

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/skilled-worker-visa> You can also find further information on our candidate immigration [web page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see our candidate immigration [web page](#) for further details.

## **Before you start and Right to Work**

### Right to Work Check

All employees must complete a Right to Work check before they commence work at Aston. HR will contact you during the onboarding process to arrange your check.

### Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents that can help you find suitable accommodation. Useful websites for support and guidance

<https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england> and <https://www.citizensadvice.org.uk/housing/>

You can also use property search websites such as Rightmove or Zoopla.

## **Equal Opportunities**

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.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student 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.

An Equal Opportunities Monitoring Form is included within the application form. 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, Codes of Practice and Guidelines on Equal Opportunities in Employment.

Individuals will not be identified by name.

## **Data Protection**

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. 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.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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