

JOB DESCRIPTION

Job Title: Deputy Payroll Manager

Reports to: Head of Payroll & Pensions (HOPP)

Purpose of the job:

To provide support to the HOPP and to be responsible for the overall operation of the payroll department, ensuring all data is processed accurately and by the given deadlines.

Resource Accountabilities:

- ◆ Direct : 3 x Payroll Officers,
- ◆ No direct budgetary control, but will have responsibility for influencing large sums of money involved in staff pay.

Main Accountabilities:

1. To induct and lead an effective team of professional payroll staff providing management and support to them, ensuring their development by overseeing their achievement of appropriate vocational qualifications by means of clearly defined guidance for assessment and review.
2. Deputise in the absence of the HOPP, dealing with all aspects of payroll management where required.
4. Prepare and reconcile designated nominal control accounts on a monthly basis working with both finance and pass to the HOPP for sign off. Assist with year-end reconciliation to ensure accuracy of data and payments. Keep all reconciliations in an electronic file for easy access audit purposes.
5. Liaise with staff at all levels and provide advice, support and recommendations on all payroll matters especially to managers and senior managers so that they are accurately informed in a timely way.
6. Maintain and update payroll documentation to ensure that all instructions are authorized following the correct procedure.
7. Keep up to date with changes in legislation and ensure appropriate recommendations are made working with the HOPP so support can be given to the Payroll Team in line with best practices.
8. Work closely with the Webroster Payroll Systems Lead and HOPP to produce standard and ad hoc reports, as requested by directors and senior managers whilst treating individual data as confidential. Be able to explain the analysis to others and produce data in a clear and concise way.

9. Maintain good pension knowledge to be able to respond to queries and advise relevant parties on basic pension matters.
10. Attend relevant meetings with regard to new business to ensure full understanding of terms and conditions of TUPE transfers.
11. Covid restrictions permitting - Visit area offices and attend meetings as required to provide advice and support to managers on processing payroll data and other more complex information.
12. Work closely with the Webroster lead maintaining new starters, leavers and adding relevant contracts in the absence of the Webroster Lead. Support with training the system out to the company on an ongoing basis.
13. Hold or work towards appropriate qualification to ensure continuing professional development.
14. Undertake other relevant tasks as requested on an ad hoc basis and cover in the absence of other members of the payroll team or HOPP on payroll matters.

PERSON SPECIFICATION

Job Title: Deputy Payroll Manager

Criteria	Essential
Qualifications	Management qualification or willingness to work towards.
Knowledge	Comprehensive knowledge of tax, NI, SSP, SMP, court orders and other relevant features of payroll administration. Good Basic pension knowledge. RTI understanding and working knowledge able to rectify errors
Skills/ Experience	Substantial experience of working in a busy payroll department, operating with a variety of terms and conditions. Previous supervisory experience. Good Organisational skills. Experience of computerised payroll systems. Good knowledge of Microsoft Office packages.
Personal attributes	Ability to work accurately in a busy environment. Friendly and approachable presentation. Conscientious and attention to detail. Good written and verbal communication skills.
Behavioural Competence	Always meets deadlines. Able to deliver high level of detailed and accurate work. Work as part of the team when workload dictates
Pay & progression	Understands importance of the business (Choice Support) Principles of Practice and need for continuing professional development.

Date: April 22