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**JOB DESCRIPTION**

**Payroll Team Leader**

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| **Job Title:** Payroll Team Leader **Present Grade:** 6P |
| **Department/College:** Payroll, People & Organisational Effectiveness (POE) Division |
| **Directly responsible to:** Payroll Manager |
| **Supervisory responsibility for:**Payroll & Pensions Officers (G5) |
| **Main contacts Internal:**All levels of staff within the University (Payroll customers), Finance, POE colleagues **External:**HMRC, pension schemes (USS, LGPS, NHS, L&G), payroll colleagues in other Universities, BUFDG Payroll, tax and pensions networks, DWP, HR Information System provider, External Auditors |
| To act as a Team Leader within the Payroll Team, overseeing the day-to-day administration of the University’s payroll system, procedures and delivery of service, ensuring the statutory, legal, and contractual requirements of the institution are met and that payments are processed accurately and within the agreed timescales on a monthly basis. **Major Duties:*** To act in a supervisory role within the Payroll Team, ensuring that all staff (all monthly paid) are paid accurately and that payslips, statutory returns and reports are produced and validated in a timely manner.
* To act as a point of escalation for internal queries from the Payroll Team and for any queries received from the wider University population.
* Ensure appropriate workload allocation is managed across the Payroll & Pensions Officers, providing cover as appropriate during periods of annual leave and helping ensure sufficient resource is available during periods of peak activity.
* Administration of multiple pension schemes, ensuring all transactions are reported appropriately and queries from the pension administrators are actioned in a timely manner.
* Provide any required training / development for the team where gaps are identified, alongside introducing the Payroll & Pensions function to any new members of the Operations Team.
* Ensure compliance with statutory and pension scheme requirements, e.g. monthly pension returns, auto-enrolment, etc.
* Processing of monthly payroll, including post payroll reporting and general ledger upload.
* Preparation and reconciliation of month-end payments and returns (HMRC, pension administrators, etc.)
* Liaise with internal and external auditors, assisting as necessary and providing any required information.
* Keep up to date with relevant regulations/legislation, sharing detail with the team to ensure all members are fully informed.
* Develop a sound knowledge of pension schemes used by the University, primarily the University Superannuation Scheme (USS) and Local Government Pension Scheme (LGPS), additionally the National Health Service Pension Scheme (NHSPS), providing support to staff members and acting as a point of contact for retirement cases.
* Work closely with other Operations teams within the POE division, ensuring that processes are effective and efficient, and taking an active role in service development / improvement activities.
* Work closely with the Payroll Manager to help develop the payroll offering, identifying efficiency opportunities within the payroll system and helping develop solutions.
* Deputise for the Payroll Manager as required.
* Carrying out other duties and projects appropriate to the grading of the post as may be directed by the Payroll Manager.
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