



## Job Description

<b>Job Title:</b>	Payroll Manager
<b>Grade:</b>	Grade 9
<b>Section:</b>	Human Resources
<b>Reports to:</b>	Reward and HR Analytics Manager
<b>Responsible for:</b>	Assistant Payroll Manager, Senior Payroll Officer, Payroll Officers, Pensions Administrator

### The Job

Is to:

- lead the provision of a customer focused, effective and proactive payroll and pensions function, ensuring that all employees are paid accurately within agreed timescales.

### The Bigger Picture

You will:

- lead the delivery of a customer focused payroll and pensions function ensuring the accurate completion of the £2.5m payroll cycle and associated transactions in line with HMRC regulations, Pension requirements, legislation, and best practice;
- be the subject matter expert on all aspects of the payroll and pensions function;
- provide leadership and direction to the team engaging and motivating staff to achieve team objectives and facilitate a culture of continuous improvement;
- co-ordinate the production of management information as required;
- develop the Payroll system and associated processes to maximise efficiency and effectiveness including the use of workflow and self service;
- liaise with the payroll IT supplier to ensure the interests of WDH are represented in terms of software developments and testing requirements; and
- undertake any other duties commensurate with the overall purpose of the job and the grade.

### The Day to Day

You will:

- ensure that all employees are paid to agreed timescales and ensure that all month/year end processes are completed within strict deadlines;
- be responsible for ensuring appropriate levels of financial controls are implemented in line with best practice and to ensure compliance with audit requirements;

- be responsible for proactive use of reporting functionality to identify any inappropriate payments or trends in payments, bringing any inconsistencies to the attention of senior management;
- take a proactive role in developing the payroll function, to provide a customer focused service that minimise bureaucracy for employees and managers;
- develop the Payroll system and associated processes to maximise effectiveness including the use of workflow and self service;
- monitor changes in appropriate legislation and take appropriate action including carrying out regular testing of the payroll solution to ensure compliance;
- ensure appropriate support and resources are provided to enable employees to receive appropriate advice and support regarding payroll and pension queries;
- provide information, advice and guidance in relation to all payroll and pension matters and;
- liaise with external providers in relation to all aspects of the payroll function.

### **Personal Contacts:**

**Internal:** Employees at all levels within the company

**External:** Representatives of external agencies, e.g. HMRC, WYPF

## The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post. WDH principles reflect behaviour patterns which distinguish highly effective performance in a role. There are nine behavioural indicators which are split into three principles; Determination, Nous and Attitude and these are often referred to as DNA.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)	Shortlisting Criteria (Tick)
<b>Qualifications and Training</b>				
A qualification at Level 5 of the Qualifications and Credit Framework, such as an HNC, Award, Certificate or Diploma at level 5 or equivalent in a relevant subject area	✓		AF/CQ	✓
Evidence of continuing professional development	✓		AF/I	
Management qualification		✓	AF/CQ	

<b>Determination</b>				
Significant experience of providing a customer focused payroll service, offering advice and guidance to managers and employees on a range of complex issues	✓		AF/I	✓
Experience of leading and managing a team	✓		AF/I	✓
Significant experience of interpreting legislation, preparing guidance notes and undertaking briefing/training managers and others	✓		AF/I	✓
Significant experience of working with integrated HR/Payroll systems	✓		AF/I	✓
Self motivated and highly organised	✓		AF/I	
Committed to the achievement of high standards	✓		AF/I	

<b>Nous</b>				
Working knowledge of payroll legislation	✓		AF/I	✓
Knowledge of current and emerging payroll developments and initiatives	✓		AF/I	✓
Knowledge of pension legislation.	✓		AF/I	

<b>Personal Skill Characteristics</b>	<b>Essential (Tick)</b>	<b>Desirable (Tick)</b>	<b>Method of Assessment (Code list below)</b>	<b>Shortlisting Criteria (Tick)</b>
Able to deal with complex issues of a confidential nature	✓		AF/I	
Proficient in Microsoft Excel, including ability to use complex formulas	✓		AF/I	
Knowledge of Microsoft Dynamics		✓	AF/I	

<b>Attitude</b>				
Ability to work as part of a team and on own initiative	✓		AF/I	
Ability to relate to people at all levels both within and outside of the organisation	✓		AF/I	

<b>Additional Requirements of the Job</b>				
The post holder may be required to work outside normal office hours on occasion.	✓		AF/I	
Willing to commit to further personal development	✓		AF/I	

Key  
 AF - Application Form  
 I - Interview (this may include a presentation and occupational test where appropriate)  
 CQ - Certificate of Qualification  
 R- References