Payroll Administrator

**Department:** Finance

**Hours of work:** 37 hours per week

**Contract type:** Open

**Salary:** £24,285 - £27,131 per year
Main purpose of the role

To support the Payroll Manager in the provision of a pro-active and effective payroll service, ensuring that the service is delivered to a high standard and on a timely basis. To deal with queries on a wide range of pay related issues from both staff and external sources.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. Role Specific Responsibilities
   - Process timesheets, Starters/leaver, change in contracts, maintain temporary and fixed payments and deductions ensuring they are coded accordingly.
   - Act as one of the main departmental ResourceLink users; run queries/reports; carry out the processing of payrolls and advise other ResourceLink users in the department; ensure effective housekeeping of the ResourceLink system
   - Maintain electronic and paper records.
   - Be responsible for compliance with contracts of employment, HR information, PAYE, NI and other statutory regulations;
   - Checking university's payrolls for accuracy prior to payroll run; responsible for preparing BACS file for allocated payrolls prior to transmission;
   - Calculate complex manual payments for arrears of pay award, promotional increases, acting/substitution pay and protection of pay. Elements of pay may require manual data entries for prolonged periods of time. Ensure temporary pay/deduction elements are stopped when allocated time expires;

2. University of York Responsibilities for Grade 4

Service and Operational Delivery
   - Use initiative to resolve queries that generally have a readily available answer by reference to policy, past experience and/or where some discretion can be applied.
   - Share knowledge with colleagues and others to enable effective service or operational delivery.
   - Proactively anticipate, explore and respond to customer needs and, when appropriate, propose solutions to resolve service or operational issues.
   - Provide guidance and advice to resolve problems and queries for a broad range of customers.
   - Make effective use of digital solutions to carry out operational activity and highlight opportunities for further efficiencies.
   - Provide effective administrative support to the wider department as required. This may include the coordination of diaries, arranging and servicing meetings, filtering enquiries, drafting and preparation of documentation and organisation of travel and events.

Continuous Improvement
   - Contribute to the ongoing improvement, development and implementation of University processes and systems.
   - Advise others and make recommendations into work processes and procedures for consideration by senior management to improve services.
   - Proactively identify opportunities for building new personal knowledge and skills.
Specialist Contribution

- Act as a more knowledgeable team member to resolve non-standard or complex queries or advise when to escalate.
- Record data and information accurately
- Analyse, manipulate and interpret information/data and use it to produce reports for distribution to key stakeholders in the process or service.
- Carry out basic analysis and research to inform decision making.

Collaboration and Communication

- Work collaboratively, proactively and flexibly with team members to ensure the smooth running of service and operational delivery.
- Collaborate with team members to anticipate and implement service improvements or alterations.
- Proactively and reactively liaise with contacts and participate in networks and communities internally and possibly externally, contributing to effective collaborative working.
- Act as a supportive and encouraging member of a team, including contributing to the training and induction of colleagues or new staff.

Governance and Oversight

- Apply knowledge of procedures and policy to processes; check and reconcile anomalies within data and information.
- Monitor and evaluate service delivery to ensure compliance with regulatory and professional procedures and standards.
- Monitor data accuracy checks to identify anomalies and ensure the integrity of data and information.

Planning and Organisation

- Plan and organise own workload, including possible project delivery.
- Organise and schedule resources, activities and events.
- Identify priorities and monitor processes and activities to ensure success.
## Person specification

<table>
<thead>
<tr>
<th>Role Specific</th>
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<tbody>
<tr>
<td>Recognised payroll qualification</td>
<td>Desirable</td>
</tr>
<tr>
<td>Knowledge of payroll legislation – PAYE, NI, Superannuation, SSP, SMP etc</td>
<td>Essential</td>
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<tr>
<td>Knowledge of computerised payroll software</td>
<td>Essential</td>
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<tr>
<td>Knowledge of ResourcesLink HR System</td>
<td>Desirable</td>
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<tr>
<td>Thorough knowledge of administrative Payroll procedures and processes used in a busy office within a large complex organisation</td>
<td>Essential</td>
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<tr>
<td>Recent experience of working in a Payroll Administrative role in a busy office within a large complex organisation for a least 2 years.</td>
<td>Essential</td>
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### University of York Person Specification for Grade 4

**Qualifications:**

Level 2 qualification including Maths and English. (Qualifications at this level include five GCSEs at grade A*-C/ grade 4-9. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

**Skills - demonstrates the ability to:**

- Accurately record, analyse, interpret and report information/data
- Use digital technologies including Google applications and/or Microsoft Office
- Communicate effectively in verbal and written formats
- Organise activities and resources

**Behaviours:**

- Works collaboratively with others
- Delivers a quality service
- Develops self and others
- Actively champions respect, inclusivity, equality and diversity
- Identifies and implements continuous improvement