

Payroll Manager - Human Resources - 10700 - Grade 8

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Company: University of Birmingham

Location: United Kingdom

Category: other-general

Summary

Reporting to the Payroll & Pensions Manager, this role will be based in the Central Staff Hub and part of the broader HR function at our Edgbaston campus.

The Central Staff Hub provides a range of generalist and specialist support to the University, including offering strategic direction and specialist advice for recruitment, operational HR, payroll and pensions.

As Payroll Manager, you will manage and develop the payroll team in providing a fully managed payroll service for approximately 9,000 employees, 3,000 casual staff, and 3,000 pensioners using Oracle Cloud software, ensuring that performance is efficient, accurate, timely and in line with all relevant conditions of service and current legislation as appropriate. The main payroll is a complex monthly payroll with a mix of academic, support and casual workers. The role will also oversee our international payroll bureau relationships, supporting our staff in Dubai, China, and Europe.

Role holders at this level will be specialists operating at a very high specialist level, or experienced functional professional with broad knowledge across their discipline. They will demonstrate an understanding of University strategy in order to ensure technical developments meet needs.

Main Duties

Lead and manage the payroll team to ensure the provision of an effective, accurate and responsive service aligned to customer requirements and statutory obligations.

Maintain full oversight of team deliverables and performance. Establishing and maintaining

workflows and appropriate SLAs and KPIs on the team's activity.

Coach and support the Payroll team in their work and technical understanding.

Identify process improvements and efficiencies supporting system development, as required and lead on their implementation.

Ensure effective communication within the team, the Central Staff Hub and with the university generally in relation to payroll matters.

Develop and maintain effective relationships with Payroll partners, suppliers, external organisations and bodies.

Manage third-party providers for overseas payroll activity.

Responsible for compliance with all statutory requirements of PAYE and pension schemes and ensure accurate and timely reporting as required such as, HM Revenue and Customs Real Time Information.

Work in conjunction with relevant departments to develop and implement university wide policy and procedures related to payroll, using management information to influence change.

Comply with relevant legal and financial policies and procedures and be aware of key responsibilities in terms of the legal requirements in relation to the role.

Anticipate and plan for the implications of new regulations/legislation and determine the most appropriate method of implementing changes.

Plan and organise the broader work of the payroll teams in support of wider HR projects, system changes and organisation change.

Required Knowledge, Skills, Qualifications, Experience

Educated to degree level or equivalent qualification plus substantial work experience in payroll.

Demonstrable experience of leading, motivating and developing teams.

Significant technical expertise in payroll.

Up to date knowledge of payroll, tax and best practice approaches in these areas.

Proven capabilities as a people manager, with a flexible and inclusive management style.

Strong customer and delivery focus, with the ability to manage a service to deliver to tight deadlines.

Highly proficient IT skills, including the MS Office suite. You should be confident and able to quickly learn new IT skills and software packages as required.

Excellent communication skills, with the ability to articulate technical payroll information in clear, well-structured reports and briefs.

Ability to monitor and evaluate the extent to which equality and diversity legislation, policies, procedures are applied within own business area and organisation wide.

Excellent planning organisation and analytical skills, including managing change and improvement projects.

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Cross References and Citations:

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