

### **JOB DESCRIPTION**

**Job Title:** Payroll Officer  
**Ref no:** FIN542  
**Campus:** Hendon  
**Service:** Financial Services  
**Grade:** Grade 5  
**Starting Salary:** £31,402 per annum inclusive of Outer London Weighting rising to £34,975 incrementally each year  
**Hours:** 35.5 hours per week, actual daily hours by arrangement  
**Period:** Fixed Term – 18 Months. (If you are applying internally for a temporary secondment you must discuss this with your line manager before applying)  
**Reporting to:** Payroll Manager  
**Reporting to Job Holder:** NA

#### **Overall Purpose:**

To assist the Payroll manager in the delivery of multiple University payrolls. Ensuring efficient systems and processes are maintained for the timely and accurate calculation and payment of employee salary. Ensure payroll payments are made in accordance with University terms and conditions of employment, internal controls and all statutory and taxation regulations. Provide ad-hoc support to the Accounts Payable team.

#### **Principal Duties:**

- 1. Maintaining payroll records and data for the University**
  - Processing new starter/ leaver forms and employee change forms (e.g. variations) onto the payroll system (Oracle), ensure that the records are complete and accurate and where necessary liaise with HR to request correct information
  - Ensure appropriate authorisation(s) exist on all payroll documentation raising queries where necessary in order for a clear audit trail to be maintained
  - Prepare and upload monthly data including P45s
  - Run regular payroll reports to support the month and year end financial reporting cycle
  - Perform the technical side of the Payroll transmission in absence of the Payroll Manager
  
- 2. Prepare Reconciliation of the Hourly paid Academic and casual contract payrolls (EPPs)**
  - Upload EPP spreadsheets in accordance with the payroll timetable, checking timesheets to ensure that details are complete, accurate and authorised, flagging and resolving queries with HR and departmental administrators and making corrections as necessary
  - Run regular reports to validate all new 'on-line' assignments to ensure details are complete and accurate
  - Entering employee pension, tax code and bank details onto the payroll system
  - Ensuring employee pension elements are set up correctly on the payroll system and the audit trail is supported with 'opt out' and TR6 starter

documentation for Teachers' Pensions, LGPS and Scottish Widows Pensions

- Analysis of payroll system reports to ensure that all timesheets have been processed correctly

3. **Maintain Childcare and Cycle Voucher Schemes on the payroll system**

- Administer claims for vouchers that qualify in accordance with policy eligibility rules
- Raise queries with employees on expired, incomplete or inaccurate claims
- Enter pay deductions via salary sacrifice onto employee payroll records in Oracle
- Maintain spreadsheet(s) of voucher orders, transmitting order to scheme provider online and filing all documentation to support the audit trail to payroll system

4. **Maintain all deductions on the payroll system. (This will include maternity/paternity, nursery fees, any loans, relocation, parking, one-off pension amounts, etc)**

- Validating system payments and making updates to ensure the payment run is complete and correct. Raise manual special payments where necessary
- Entering any pay deductions onto employee payroll records in Oracle
- Run and validate system reports of monthly deductions
- Resolve salary payment queries by liaising with employees / HR and bank/building society branches
- To provide information to staff on statements of earnings and other payroll payment matters
- Review the BACS rejections and raise BACS payment requests in lieu of returned/rejected amount on the main payroll runs. Take necessary follow-up action (e.g. updating invalid details)
- Be responsible for the monthly Auto-enrolment process ensuring the University meets the required Auto enrolment obligations
- Enter Tax code changes (P6s), student loan notices and starter notices when received from HMRC
- Enter court orders as and when received against employee records and check the deductions are calculated correctly
- Advise the Payroll Manager on the effectiveness of payroll procedures and system processes to drive continuous process improvements
- Run and check payroll exception reports in accordance with the agreed timetable take necessary follow-up action and report findings to the payroll manager
- Be confident to carry out full gross to net manual calculations

5. **To carry out such other duties appropriate to the grade as may be requested by the Payroll manager**

- The role will provide ad-hoc support to the accounts payable team ensuring invoices are logged and processed as received

## **PERSON SPECIFICATION**

**Job Title: Payroll Officer**

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria.

### **SELECTION CRITERIA**

#### **Education/Qualifications**

Essential:

- Accounting qualification at least to A level or equivalent standard or qualified through significant experience gained working in payroll roles

Desirable:

- A level or equivalent standard, preferably including mathematics

#### **Experience**

Essential:

- Experience of working in a large institution's Payroll department
- Experience of using a computerised payroll system such as Oracle or similar ERP systems
- Be confident to carry out full gross to net manual calculations, PAYE, NI and Pension deductions

Desirable:

- Experience of working in a Higher Education sector institution Payroll department
- Experience of processing international payroll.

#### **Knowledge**

Essential:

- An understanding of payroll calculations and its elements including National Insurance contributions (NIC), PAYE tax and pensions in relation to payroll queries

Desirable:

- Working knowledge of Excel, Word and other Microsoft Windows based packages

#### **Skills**

Essential:

- Good interpersonal skills, particularly the ability to listen and explain and in particular over the telephone
- Ability to work towards deadlines. Self-motivated and flexible
- Excellent working knowledge of Microsoft Excel

Desirable:

- Ability to identify improvement opportunities in systems and process; and drive the actualisation of the improvement.

#### **Equality Diversity and Inclusion**

Essential:

- Demonstrable commitment to fairness and the principles of equality and inclusion

## **MU Services Limited**

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff and will be employed by MU Services Limited. All University policies and procedures and the University Professional Services Staff Handbook will apply to MU Services Limited staff during their employment, unless where expressly stated otherwise.

## **Fixed Term Contract**

This temporary appointment is for the following allowable reason:

- Pending permanent appointment

Therefore, this appointment has a defined end date of 18 months.

If you are applying as an internal candidate to do the temporary post as a secondment please discuss this with your line manager first and read our [Secondment Guidelines](#).

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**Annual Leave:** 25 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

## **Parking at Hendon campus**

There are currently *Regular Parking Permits and Pre-Paid Parking options* available to new joiners. Further details are available on the Travel and transport page on the staff intranet. *Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.*

## **Information for Disabled Staff**

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

## **Public Transport**

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL ([www.tfl.gov.uk](http://www.tfl.gov.uk)) and have a look at our directions and location to help plan your travel: <http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

**We value diversity and strive to create a fairer, more equitable work environment for our staff and students.**

**We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.**

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

**What Happens Next?**

**If you wish to apply for this post please return to the portal and click on Apply Online.**

If you wish to discuss the job in further detail please contact Paola Argiroffi Woolf, Payroll Manager, via email on [p.argiroffi@mdx.ac.uk](mailto:p.argiroffi@mdx.ac.uk)