ROBINSON COLLEGE
STANDARD OF PERFORMANCE JOB DESCRIPTION

JOB TITLE PAYROLL COORDINATOR
RESPONSIBLE TO HEAD OF FINANCE

KEY AREAS AND STANDARDS OF PERFORMANCE:

1. TASK LIST AND RESPONSIBILITIES:

The tasks, functions and any key responsibilities of the job, to be carried out on a daily, weekly, monthly basis.

1.1 To process payroll information in an accurate and timely manner and, if required, to follow up on all outstanding issues.
1.2 To maintain all payroll paperwork/records and to ensure compliance with relevant legislation.
1.3 To monitor the 4 pension systems within the College, ensuring accuracy at all times (CCFPS, USS, CEFPS, Aviva and Now Pensions).
1.4 To adhere to data protection legislation wherever necessary.
1.5 To liaise with colleagues, managers and external organisations with regard to pension and salary issues.
1.6 To be the first point of contact for staff, when dealing with any payroll issues.
1.7 To be the point of contact on pensions, feeding back information to Head of Finance/Human Resources Manager.
1.8 To handle all confidential information in a professional manner.
1.9 To ensure that P11D's are completed, where relevant, and in a timely fashion.
1.10 To work closely with other team members, ensuring training is maintained for payroll cover and payments made on time.
1.11 To prepare loan paperwork for signing, once agreed, when required.
1.12 To comply with the requirements for Auto Enrolment and Real Time Information.
1.13 To continuously keep abreast of any legislation changes in relation to this post in order to maintain a high level of knowledge, competence and understanding.
1.14 To support management reporting and budgeting processes through provision of payroll related information.
1.15 To assist the Head of Finance in any other duties as required, including any duties which might be required in the day-to-day running of the Finance Office.

2. PUNCTUALITY, ATTENDANCE & APPEARANCE:

2.1 To undertake duties during the times agreed with the line manager.
2.2 To notify your supervisor/manager of any absences (e.g. holidays, sickness) that may occur in accordance with the procedure laid down in the Staff Handbook.
3. ATTITUDE TO WORK & CARRYING OUT INSTRUCTIONS:

Willingness and enthusiasm with which work is carried out.

3.1 To be reliable in the carrying out of instructions and tasks and to operate on a “right first time every time” basis.

3.2 To be trusted and relied upon to complete tasks accurately/correctly.

4. PRODUCT/TECHNICAL KNOWLEDGE:

The knowledge and experience required to carry out this job to the expected standard.

4.1 Considerable experience of processing payroll.
4.2 Up to date knowledge of payroll regulations and relevant legislation including pension auto enrolment.
4.3 A basic knowledge of visa, immigration and ‘Right to Work’ requirements.
4.4 Sound knowledge of Microsoft Excel.
4.5 Willingness to learn and to undertake training as required in order to develop and improve your knowledge and expertise.

5. ATTITUDE & BEHAVIOUR:

Positive interaction with other members of the team, supervisors and managers.

5.1 To empathise with the individuals within the team to form positive relationships.
5.2 Positively participate to help create a good team atmosphere.
5.3 To be constructive in communication with others, be cooperative and helpful and be supportive as needed.
5.4 Honest and trustworthy.
5.5 Keep your line manager advised of matters which may affect the smooth running of the department.
5.6 Demonstrate an understanding of other departments’ requirements and be supportive and helpful to them.

6. HEALTH & SAFETY & OTHER LEGAL ASPECTS:

Carrying out of duties so that self and others are not put at risk from general hazards.

6.1 Operate in a manner so as to ensure that you do not put yourself or others at risk.
6.2 Report any hazards that you observe.
6.3 Adhere to the Health & safety policy and procedures at all times.
# EMPLOYEE SPECIFICATION

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| EDUCATION & TRAINING    | • Relevant finance or accountancy qualification.  
|                         | • Good computer skills in all Microsoft Office programmes are essential, as is the ability to learn how to use new IT systems/databases. i.e. Excel, Outlook, Word. | • Proficient in all Microsoft Office programmes.  
|                         |                                               | • Experience of using payroll system ‘accurate solutions’. |
| WORK EXPERIENCE         | • Experience within a payroll office/bureau environment.  
|                         | • Good working knowledge of payroll processing procedures and legislation.  
|                         | • Experience of working and processing multiple, varied pension schemes.  
|                         | • Experience ensuring compliance with relevant legislation.  
|                         | • Self-motivated to update own knowledge on relevant legislation when necessary due to updates and changes.  
|                         | • Knowledge and understanding of salary sacrifice arrangements.  
|                         | • Knowledge and experience of processing benefits through payroll such as childcare vouchers. | • Experience of working with college and academic payrolls simultaneously.  
|                         |                                               | • Experience in an education or college background. |
| INTELLIGENCE/APTITUDE/ATTITUDE | • Ability to communicate with both clients and HMRC.  
|                         | • Use of own initiative to follow processes through.  
|                         | • Able to spot and highlight discrepancies and raise with senior team members where necessary.  
|                         | • Strong attention to detail. | |
| PERSONALITY INTERPERSONAL SKILLS | • Excellent interpersonal skills including the ability to communicate with people at all levels.  
|                         | • Good administrative skills.  
|                         | • Good organisational and time management skills.  
|                         | • Able to work independently and accurately.  
|                         | • Able to treat sensitive, confidential information with discretion and integrity where necessary.  
|                         | • Enthusiastic and willing to learn. | • Excellent organisational skills.  
|                         |                                               | • Excellent administrative skills. |
| CIRCUMSTANCES           |                                               |                                               |
DETAILS

- Full time, 37 hours per week (however the College is open to considering applications from applicants who wish to work on a part time basis).
- Salary between £28,728 FTE - £29,888 FTE per annum, dependent on experience, and agreed hours at offer stage.
- Fixed term maternity cover starting January 2021 where possible, for a period of 15 months or until the return of the post holder, whichever is sooner.
- A satisfactory Basic DBS check will be required.
- A combination of remote and office working can be considered.