

JOB DESCRIPTION

Job Title: Pay & Pensions Administrator Support

Department: Bursary

Reports to: Finance Director

Purpose of role: To support the processing of the College's pay and pension's payrolls accurately and in line with current legislation, submit appropriate reports and assist colleagues and external agencies with queries. To keep pension records up to date and process any payments and queries accurately and timely. To help and support the management of staff benefits, notifying private health insurance companies of any changes and submitting P11d returns to HMRC.

Key Responsibilities:

- To support the Administrator to ensure that all payrolls are completed accurately and employees are paid on time. Ensure the accurate and timely input and processing of appropriately authorised payment details and updates following appointments, resignations, changes in conditions of service, promotions and upgrading, including PAYE, National Insurance and other deductions and ensure that all payroll deductions conform with statutory regulations or are specifically authorised by the employee concerned.
- To support the Administrator in the accurate and timely input and processing of pay awards, calculation of arrears and payments for overtime claims or variations to pay, ensuring that appropriate authorisation has been received.
- To support in the accurate completion and submission of monthly and annual returns and associated documentation to HMRC and DWP, reconciling the month end and year-end figures for PAYE, National Insurance, Student Loans, SMP/SPP/SAP/ShPP and any other government deductions. Check all of the above on colleague's payrolls.
- To ensure that correct procedures are followed in the operation of College and Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay, Statutory Adoption Pay and Statutory Shared Parental Pay in compliance with staff terms and conditions of employment, and to maintain payroll records of absence relating to sickness (paid and unpaid) and maternity/paternity/adoption/shared parental leave for all College employees.

- Assist in the checking of payment information to be sent to BACS and the preparation and processing of BACS and cheque payments for payroll, pension, HMRC, childcare and court order payments.
- To assist with routine and complex payroll queries from the College staff, managers and outside agencies and advise the College Accountant on issues relating to payroll, including legal and technical matters.
- Ensure compliance with all relevant legislation, the College's Financial Policies and Procedures and HMRC, DWP, National Minimum Wage and Pension Scheme requirements.
- To assist with maintaining a comprehensive records system (inc. database) for all pension matters - e.g. Membership and contributions data including AVC's, GMP and Transfer data and prepare, reconcile and submit returns to pension schemes. Ensure timely production of pension statements to members. Deal promptly with all AVC and Transfer Value requests, seeking guidance from the College Accountant where necessary. Deal promptly with all aspects of members' transfers out/refunds of contributions including DWP/HMRC administration. Pay pensions scheme invoices and pay in cheque when required. Ensure ongoing compliance with auto enrolment.
- Liaise with the private health insurance scheme companies regarding joiners and leavers and calculate monthly deductions for pensioners.
- Calculate, process and submit P11ds and make payment of Class 1a National Insurance. Compile University statistics spreadsheet.
- Liaise with College Auditors, Pension Scheme Actuaries, the DWP, HMRC when required.
- Assemble information and provide Gender Pay Gap Reporting calculations.

PERSON SPECIFICATION

Experience and Knowledge

- Knowledge and experience of pay and pensions administration.
- Experience of using a computerised payroll system (Cascade would be desirable), Excel spreadsheets and Word documents.
- Defined Benefit Pension Scheme knowledge.

Skills and Personal Attributes

- The ability to understand, interpret, explain and implement legislation affecting payroll.
- A high level of written, oral and interpersonal skills with the ability to deal successfully with College employees, managers and other outside agencies on payroll matters.
- The ability to manage work and to establish priorities and schedules to meet strict targets and deadlines.
- The ability to work to a high level of accuracy under pressure, an eye for detail and to make sound decisions within a tight time frame.

Qualifications

- Educated to A Level standard.

EMPLOYMENT DETAILS

This is a full-time fixed term appointment (maternity cover) the role is available for a fixed term period until 31 January 2023 or the return of the staff member from maternity leave, whichever is the earlier.

Rate of Pay:	Up to £30,000 per annum depending on experience.
Hours:	36.25 hours per week.
Holiday:	25 working days per annum plus 8 public holidays.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension Scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Employee Assistance	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.