Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>14522</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Deputy Payroll Manager</td>
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<tr>
<td>Reports to:</td>
<td>Staff Payments and Pensions Manager</td>
</tr>
<tr>
<td>Salary:</td>
<td>£39,992 - £47,722 per annum</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade</td>
<td>8</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37 hours per week</td>
</tr>
<tr>
<td>Location:</td>
<td>Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>12 Noon Thursday 29 March 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Full application form and a covering letter setting out how you meet the person specification.</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Two – including most recent employer</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Charlotte Boughton</td>
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</tbody>
</table>
2. Summary of duties

Main Purpose of the Post
The Deputy Payroll Manager manages the day to day operations of an office of ten staff. They provide support to the Staff Payments & Pensions Manager.

Description of Duties of the Post

1. Day to day management of Staff Payments Office staff.
   - Completion of staff absence returns and reconciliation of flexitime reports
   - Resolution of staffing issues
   - Recruitment of junior level staff
   - Liaison with the manager and other supervisors to resolve staff resource issues and prioritisation conflicts
   - Allocation of workload

2. Pension Administration
   - Managing administration of NEST pension scheme, including contribution reports and membership changes
   - Managing data flows to and from USS
   - Handling more complex pension contribution queries
   - Covering for Staff Payments & Pensions Manager, in regards to USS contributions reporting

3. Electronic filing.
   - Managing the e-filing of data to and from HMRC (e.g. P6, P9, P45, P46).

4. Resourcelink payroll
   - Working with the Staff Payments & Pensions Manager to test upgrades and patches to the payroll system
   - Providing training, as and when required, in Resourcelink to SPO team members and other University personnel.
   - Providing pay run cover to the Staff Payments & Pensions Manager, ensuring the payroll is run as per schedules
   - Providing assistance to Staff Payments Team Leaders in compiling pay run packs, for authorisation
5. Vice Chancellor

- Preparing quarterly domestic accounts for the Vice Chancellor’s residence
- Processing and reimbursing the Vice Chancellor’s expense claims.

6. Advice and Support

- Provision of advice to members of the Staff Payments Office and the Finance Division
- Provision of advice elsewhere in the University with regard to the interpretation of both Financial Procedures and the Travel and Subsistence Scheme as they relate to payroll and the reimbursement of expenses.
- Provision of payment and taxation advice to members of staff.

7. Miscellaneous

- Providing support and cover to the two reporting Payroll Supervisors
- Providing management information to other officers of the University as and when required.
- Reconciliation of the various staff benefit schemes (e.g. healthcare arrangements)
- Processing rail season loan applications
- Agreeing and publishing payroll schedules
- Overseeing the issue and repayment of Permanent Travel Advances
- Re-charging of PSA tax liabilities to units.
- Reconciling and paying over deductions to third parties, including those relating to Court Orders

8. Payroll checking and input

- Providing data entry cover to team when required
- Checking more complex data entry
- Ensuring checking standards and controls are met

9. Such other duties as may be allocated from time to time within the division if required.
## 3. Person specification

### Requirements  (E = Essential/ D = Desirable)

#### Education, qualifications and training

**Essential**
- Education to ‘O’ Level/GCSE standard in Maths and English

**Desirable**
- Membership of the IPP
- Education to ‘A’ Level standard

#### Knowledge, work and other relevant experience

**Essential:**
- Significant experience in a payroll environment (inc. SSP, SMP etc.) with several years in a supervisory role.
- Extensive staff management experience.
- Excellent communication/interpersonal skills
- Experience of salary sacrifice schemes
- Knowledge and application of IT skills – specifically competent Excel user, Word, Outlook and the internet
- Proven record of professional development

**Desirable:**
- Experience of Resourcelink payroll software.
- Working knowledge of occupational pensions schemes and travel and subsistence.
- Experience of preparing statutory returns and operating e-filing
- Experience of PAYE Settlement Agreements, Form P11D reporting requirements and benefits in kind taxation
- Preparation of limited Management Information
- Some knowledge of operating payrolls outside of the UK

#### Personal abilities and qualities

**Essential:**
- Initiative; the ability to make key decisions without reference to others
- Management; co-ordinating the activities of others, allocating resources and prioritising the workload of others.
- Interpersonal skills; dealing tactfully and sensitively with staff at all levels within the University.
- Working together collaboratively – actively listens
- Embracing change
  - displays a willingness to do things differently
  - prepared to challenge the status quo constructively
- Have the ability to take ownership of a problem and resolve it, having taken full account of the risks involved.

Desirable:
- Experience of staff appraisal systems

4. Role specific requirements e.g. Shift working

Commitment to working outside normal hours and being on call at weekends etc. as and when required.

5. About the unit/department

The Finance Division provides accounting, procurement and commercial legal services to the University, helping to make best use of resources and fulfilling statutory responsibilities.

The Division has an open and supportive ethos.

The Finance Division is responsible for the overall running of the finances of The Open University under policies approved by Council on the recommendation of the University’s Finance Committee. It operates under the Financial Regulations with which all units, staff and subsidiaries must comply.

The Division is headed by the Finance Director, and organised into three sections:
- Directorate
- Accounting Services
- Treasury Services

The Open University has a global budget of £400m.

ABOUT THE ACCOUNTING SERVICES TEAM

The section is responsible for providing accounting information and support to the University and its budget holders, for preparing the annual financial statements and for providing commercial legal services.

- Accountants and lawyers support a highly devolved budget holder structure
- Accountants have high profile contact outside the Division
- Accountants are involved in internal meetings of the units they support
- Accountants support institutional financial modelling, unit financial planning, budget setting, monitoring and reporting
- Accountants provide advice on VAT and other taxation matters in conjunction with the Taxation Manager
- Accountants manage the financial relationships with subsidiary companies
- Accountants and lawyers draft, review and negotiate contracts for services provided by the University

The Accounting Services Team is a dynamic, well motivated group who operate in a team-working environment combining professionalism with informality. Individual accountants enjoy considerable autonomy in doing their jobs, with significant personal responsibility and authority.
ABOUT THE TREASURY SERVICES TEAM

The University processes a large volume of financial transactions and the Treasury team seeks to achieve this accurately in a timely and cost-efficient manner. The team seeks to maximise working capital and invest available financial resources with financial institutions in a way that protects capital and generates a reasonable return.

The Procurement Department procures goods and services in the most cost effective manner and where necessary in accordance with current EU Procurement Directives. The payroll department processes the University’s payroll for all full time staff, Associate Lecturers, most worldwide staff and subsidiary company staff. This department also administers travel and subsistence claims. The pensions team sit alongside the payroll team. Treasury Services also ensures compliance with VAT regulation and completes and submits VAT returns, and manages the University insurance.

The section also incorporates the OUSBA team who have direct contact with our Students relating to their loan arrangements.

The team comprises a range of committed staff providing an invaluable service to other staff and Units within the University and we take pride in providing a high quality service.

As an employer, the University offers a wide range of sporting and cultural facilities and activities, and both the University and the Division have active social programmes. The University also offers its employees the opportunity to study its courses free of charge (subject to certain conditions).

6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Chris Slinn, Staff Payments & Pensions Manager (Chris.Slinn@open.ac.uk)

If you have any questions regarding the application process please contact Charlotte Boughton on 01908 653853 or email: Finance-Recruitment@open.ac.uk

7. The application process and where to send completed applications

| Please ensure that your application reaches the University by: | 12 Noon on Thursday 29 March 2018 |
| Post it to: | Finance Division |
| Name/Job title: | Charlotte Boughton |
| Department/Unit: | Finance Division |
| Address: | PO Box 77, Walton Hall, Milton Keynes |
| Post Code: | MK7 6BT |
| Or e-mail your application to: | Finance-Recruitment@open.ac.uk |
### 8. Selection process and date of interview

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>The interview panel will be chaired by:</td>
<td>Chris Slinn, Staff Payments &amp; Pensions Manager</td>
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<tr>
<td>The other members of the interview panel will be:</td>
<td>Other panel members to be confirmed</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
<td>Week commencing 9 April 2018</td>
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<tr>
<td>The selection process for this post will include</td>
<td>To be advised</td>
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</table>

- We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.
- Applications received after the closing date will not be accepted.