



**UNIVERSITY OF LINCOLN  
JOB DESCRIPTION**

<b>JOB TITLE</b>	Pensions and Payroll Administrator				
<b>DEPARTMENT</b>	Human Resources				
<b>LOCATION</b>	Brayford Pool				
<b>JOB NUMBER</b>	HR1078	<b>GRADE</b>	4	<b>DATE</b>	August 2014
<b>REPORTS TO</b>	Pensions Manager				

**CONTEXT**

The Reward and Benefits team is positioned within the Human Resources Department and comprises of the areas of Payroll, Pensions, Staff Benefits and Human Resources Systems. The team supports the HR department in delivering against the University strategic objectives and ensuring that a professional and efficient service is provided to all employees.

The HR department is forward thinking and continually looking to enhance the delivery of the service through technology, innovation and the provision of management information to better inform the business and support decision making at a senior level.

**JOB PURPOSE**

The purpose of the role is to deliver administrative support to ensure that a high standard of service is maintained to all customers of the HR department. This will include contributing towards the delivery of both Pensions and Payroll provision as well as the maintenance of the system databases used to support operational delivery. The role will also maintain internal and external relationships to support the current operational mechanisms including system providers, government bodies and pension providers.

## KEY RESPONSIBILITIES

### Pension Administration

Assist with all aspects of pension administration ensuring that deductions are calculated and remitted accurately and on time.

Assist with the research, drafting and publication of relevant communications to University employees in respect of pension scheme rules and legislation. This may take the form of published guidance or working groups, or briefing sessions.

Provide assistance with employee enquiries in respect of pensions and retirement benefits. This will require a knowledge and understanding of scheme rules and the underpinning tax legislation.

Liaison with individual schemes in relation to all pension scheme enquiries. This will normally be via the telephone but may also take the form of written correspondence. Calculations and spreadsheets may also be required to support the correspondence.

Support with the coordination and promotion of employee financial education awareness sessions and retirement planning activities. This will also include raising awareness of the agenda to University students.

Assist with the organising of awareness activities and events in relation to pension schemes.

Ensure the University communication channels including the Human Resources Portal are accurately updated and maintained.

Assist with the distribution of annual employee pension statements and other regulated communication.

### Payroll Administration

Assist the Payroll Department with the operational delivery of the University payrolls ensuring that payments are made accurately and on time. This will include all aspects of data compilation, entry and verification through from gross to net pay.

Assist with the reconciliation and remittance of third party deductions including attachment of earnings, voluntary benefits, pensions and salary sacrifice arrangements.

Assist with the administration of the payroll service including document retention and storage and reproducing documentation for audit visits.

Resolve day to day pay issues requiring some investigation and employee liaison and correspondence.

Maintain an up to date knowledge of Payroll and Employment legislation through attendance at update meetings, specialist publications and updates from professional bodies.

Promote the Payroll service through the use of internal forums and events.



### **Expenses Administration**

Verification of expenses documentation to system data entry and the accurate transfer of payments to the Payroll system.

Audit of expense claims in line with University expenses policies including the checking and verification of receipts.

Maintenance of user database including the processing of starters and leavers.

Assist with the delivery of training sessions for users. Resolve user enquiries in relation to both system and University policies.

Production of management information and reconciliation reports in relation to expenses claims

### **Delivery of Reward and Benefits programme**

Day to day liaison with third party benefit providers for healthcare, salary sacrifice, relocation, voluntary benefits and pensions.

Assist with the planning, delivery and promotion of the University benefits delivered through the University payroll.

Assist with the calculation of annual leave entitlements.

Represent the University at relevant internal and external forums in support of the Reward and Benefits agenda.

### **Data security**

Ensuring that all data held in the electronic and manual payroll systems are stored in a secure manner and in line with the Data Protection Act and the internal retention policy.

Assist with the secure transfer of data to third parties including monthly data flow (starters, leavers, remittances) and annual reporting. Critical stakeholders include HMRC, Child Support Agency, Local Councils in relation to Attachment of Earnings Orders, Health Scheme Providers, salary sacrifice providers and Pension providers (USS, Teachers Pensions, LGPS and Prudential AVC).

The role holder will also be expected to operate confidentially when dealing with data and payments in respect of the University Employees.



### **Salary sacrifice schemes**

Assist with the compliance and reporting of University schemes with HMRC legislation for the implementation of salary sacrifice schemes.

Assist with system changes to reflect correct tax and National Insurance deductions are taken.

Liaise with third party salary sacrifice providers on a frequent basis to deal with queries and reconciliations as well as dealing with employee queries in the first instance.

Responsible for promoting schemes such as salary sacrifice at staff induction events, staff conferences and associated cross functional activities such as Healthy Campus Week.

### **Reward and Benefits team support**

Provide an effective, efficient and flexible administration service to the other members of Reward and Benefits as required ensuring that processes remain timely and accurate.

Support colleagues with the arrangement and delivery of awareness and training events proactively promote the Department.

Design and produce communications as required to support employee engagement and understanding.

### **General administration duties**

Carry out filing and housekeeping of documentation.

Co-ordination of team meetings

Booking of travel arrangements where necessary.

Undertake note taking duties as required.

Respond to routine HR enquiries whether face to face or other communication methods.

Production and distribution of employee correspondence.

Liaise with other administration members of the Human Resources Department on collective tasks.

**In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

### ADDITIONAL INFORMATION

#### Scope and dimensions of the role

The post holder will be able to work under their own initiative as well as part of a dedicated team. The post holder will be able to demonstrate a methodical approach to ensuring accuracy. The post holder will be able to deal with routine correspondence and routine matters and able to use their initiative to ensure that problems are resolved quickly and efficiently. Duties specific to pay, benefits and pensions will require an individual to maintain a confidential approach to their duties whilst proactively inputting in to process improvements and new initiatives.

#### Key working relationships/networks

Internal	External
<ul style="list-style-type: none"> <li>• Members of the HR Department</li> <li>• University staff at all levels</li> <li>• Finance</li> <li>• College Sickness Notification Officers</li> <li>• College Administrators</li> <li>• 3rd Party Benefit Providers</li> </ul>	<ul style="list-style-type: none"> <li>• Members of the HR Department</li> <li>• University staff at all levels</li> <li>• Finance</li> <li>• College Sickness Notification Officers</li> <li>• College Administrators</li> <li>• 3rd Party Benefit Providers</li> </ul>



**UNIVERSITY OF LINCOLN  
PERSON SPECIFICATION**

<b>JOB TITLE</b>	Pensions and Payroll Administrator	<b>JOB NUMBER</b>	HR1078
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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
<b>Qualifications:</b>		
Educated to GCSE level	E	A
<b>Experience:</b>		
Relevant administration experience, preferably in a large organisation	E	A/I
Working to deadlines whilst undertaking a broad range of tasks	E	A/I
Dealing with a diverse range of customers	E	A/I/R
Experience of using management information	E	A/I
Previous experience of using HR, payroll and reward systems	D	A/I
<b>Skills and Knowledge:</b>		
Thorough knowledge of office administration	E	A/I
Understanding of Education sector	D	A/I
High level of written and oral communication skills	E	A/I/R
Accuracy and attention to detail	E	A/I/R
Excellent Customer Service Skills	E	A/I
Confident with a range of IT applications i.e. Word, email, Excel, and PowerPoint	E	A/I
Understanding of FE/HE environment	D	A/I
Knowledge of database systems	D	A/I



Knowledge of payroll and pensions processing	D	A/I
<b>Competencies and Personal Attributes:</b>		
Need for confidentiality	E	A/I
Self motivation	E	A/I
Team player but able to work under own initiative	E	A/I
Organised and methodical	E	A/I
Ability to engage and motivate others	E	A/I

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

<b>Author</b>	IH	<b>HRBA</b>	JE
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