UNIVERSITY OF LINCOLN
JOB DESCRIPTION

JOB TITLE	Payroll Administrator				
DEPARTMENT	Human Resources				
LOCATION	Brayford				
JOB NUMBER	HR1092	**GRADE**	2	**DATE**	May 2017
REPORTS TO	Payroll Manager				

CONTEXT

The University of Lincoln is a place of high ambition, a new institution whose progress since it was created in 2001 has been rapid but solidly grounded. Its vision is to be a 21st century expression of the old university ideal – where a student focus is paramount – at the same time as fulfilling the modern tasks of knowledge generation and transfer for the economic, social and cultural benefit of society.

This post is based in the Reward team within the Human Resources Department and supports the function in terms of delivering an efficient and accurate payroll service with a focus on excellent customer service.

JOB PURPOSE

To provide a professional transactional processing service for all University and subsidiary businesses in relation to payroll, expenses and pensions. The role will be involved in the collection of data from multiple users and ensuring that it is processed through the University systems in a timely and accurate way.

The role will be a primary contact for a number of stakeholders including staff, students, HM Revenue and Customs and external third parties. The role will be involved in the handling of personal information and will operate with a focus upon ensuring data privacy and security at all times.

KEY RESPONSIBILITIES

Responsibility 1

- Ensuring that documents in relation to pay, expenses and pensions are collated, date stamped upon receipt and distributed correctly for processing.

Responsibility 2

- Responding and resolving everyday enquiries where the response is readily available along with correctly allocating more complex enquiries to the most appropriate person.

Responsibility 3

- Checking of payroll and expense claim forms to submission paperwork to ensure that claims are in line with University Policies and demonstrate value for money.

Responsibility 4

- Maintaining the departmental workspace as a professional environment with documentation stored in a secure and safe way aligned to the departmental retention policies.

Responsibility 5

- Data entry of pay related documentation in to University processing systems.

Responsibility 6

- Compilation of data and workbooks to support pay and reward activities for the purpose of data entry, reconciliation and analysis.

Responsibility 7

- Represent the department at internal and external events to promote the activities of the department.

Responsibility 8

- Provide general administrative support across the University as required and that is appropriate for the level and grade of the position.

ADDITIONAL INFORMATION

Scope and dimensions of the role
The post holder will often be required to act upon their own initiative to resolve day to day queries from both visitors, employees and students and therefore it is essential that a high level of customer service will be delivered at all times.

Key working relationships/networks	
Internal	**External**
• Payroll Manager • Reward Team • Human Resources Colleagues • Campus Jobs and Students Union • Staff from across the University, particularly those engaged in payroll collation activities • Student workers	• HM Revenue and Customs • Third party suppliers and statutory bodies • BACS • Financial Institutions • System providers

UNIVERSITY OF LINCOLN
PERSON SPECIFICATION

JOB TITLE	Payroll Administrator	**JOB NUMBER**	HR1092

Selection Criteria	**Essential (E) or Desirable (D)**	**Where Evidenced Application (A) Interview (I) Presentation (P) References (R)**
Qualifications:		
NVQ Level 1, or equivalent	E	A
Experience:		
Experience of providing administration duties	**E**	**A,I**
Experience of providing customer services	**E**	**A,I**
Experience of providing services to commercial clients, including implementing process improvements	D	**A,I**
Experience of working as part of a team	**E**	**A,I**
Skills and Knowledge:		
Sound administrative skills	**E**	**A,I**
Knowledge of relevant IT systems	**E**	**A,I**
Good verbal communication skills	**E**	**I**
Competencies and Personal Attributes:		
Organised and able to prioritise workload	**E**	**A,I**
Projects a professional image at all times	**E**	**A,I**
Methodical and accurate	**E**	**A,I**
Adaptable and flexible within a team environment	**E**	**A,I**
Business Requirements		
Willingness to work flexible hours on occasion to meet deadlines	E	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.

Author	IH	**HRBA**	HA