

## Payroll and Pensions Coordinator

<b>Department:</b>	Finance
<b>Grade/ Salary:</b>	Grade 5 (£33,294 to £37,655)
<b>Contract Type:</b>	Permanent
<b>Hours:</b>	35
<b>Location:</b>	New Cross/Hybrid Working (2 days on site per week)

### Goldsmiths

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Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

As a college we are working to tackle inequality in all its forms and are working to promote equality on grounds of race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibilities. We are keen to attract candidates from diverse backgrounds who share our commitment to creating an inclusive culture in which all students and staff can thrive.

Information for candidates with disabilities can be found on our [Disability & Individual needs](#) page. We are happy to supply information in alternative formats for applicants if required. Please contact [hr-recruitment@gold.ac.uk](mailto:hr-recruitment@gold.ac.uk) to make your request.



## **The Department**

The Finance Department has responsibility for budget preparation and monitoring, financial accounting, treasury management and control of all payments made, and income received by the College.

## **The Team**

The Payroll and Pensions Team is comprised of three staff including this post, which reports to the Deputy Head of Payroll and Pensions who in turn reports to the Head of Payroll and Pensions. It is responsible for the College's payroll and pension administration. The payroll covers over 2,000 staff and the team also process a pensioner's payroll as well as ad-hoc payments and expenses on a weekly basis.

The Team also records all necessary pension information for both the London Pension Fund Authority and the Universities Superannuation Schemes.

## **Job description**

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**Reporting to:** Deputy Head of Payroll and Pensions

### **Main duties:**

The role holder will be a skilled and proficient payroll professional, with the capability of providing a range of payroll administrative tasks required by Goldsmiths.

### **Responsibilities:**

- Working closely with colleagues in POD to ensure that data collected through online submission by employees, departmental managers and POD colleagues is translated into payroll information and processed to ensure payments to staff, statutory and other deductions are made accurately, along with the maintenance of an accurate payroll database.
- Input and process tax and pension data, ensuring tax and pension auto-enrolment, SMP, and SSP compliance, along with other data and deductions related to non-statutory matters such as season ticket loans.
- Run and check payroll reports to ensure the accuracy of the payroll and make appropriate adjustments.

- Prepare and process manual payments and associated documentation for urgent one-off matters and advances. Ensure advances are subsequently recovered and any outstanding balances dealt with swiftly.
- Check, input and process expense claims, ensuring compliance with both internal policy and tax regulations, identifying and resolving any issues or queries.
- Provide the data required by the pension schemes, ensuring it is accurate and consistent with the College POD/Payroll database. Prepare and submit monthly and annual returns to the pension schemes.
- Working closely with the Finance team, ensure that the accounting entries related to payroll expenditure are accurately recorded in the Finance system and that payroll related financial control accounts are reconciled monthly and any unreconciled items promptly investigated and resolved.
- Provide payroll management information as required, working closely with colleagues in the POD, Finance and Strategic Planning teams.
- Promptly and helpfully respond to and resolve pay and pension related queries. Including dealing with and responding to written correspondence from internal customers and external bodies.
- Maintain up to date electronic and paper based filing and archiving systems in compliance with the College policy on data retention.
- Assist the Head of Payroll and Pensions with the ongoing development and improvement of the payroll and pensions systems and processes. This will involve working in close collaboration with colleagues in POD and other departments and from time to time this may require part or full-time secondment to cross functional project teams.
- In addition, you will be required to undertake any other duties as may reasonably be required.
- At all times to carry out your responsibilities with due regard to the College Code on Equality and Diversity/ /Dignity at Work Policy.
- At all times ensure that personal payroll matters are treated in the strictest confidence.
- At all times to help maintain a safe working environment by attending training as necessary and following the College's Health and Safety Codes of Practice and Policy.

## **Person Specification**

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application, you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

**A = Application form**

**C = Certificate**

**I = Interview**

**R = Reference**

**T = Test / P = Presentation**

	<b>Essential</b>	<b>Desirable</b>	<b>Category</b>
<b>Qualifications</b>			
A level or Equivalent	✓		A, I, C
Full or part qualified with a payroll or accountancy body (e.g. CIPP, AAT, CCAB)		✓	
<b>Experience</b>			
Proven experience of working with payroll and processes and procedures in a similar sized organisation	✓		A, I, R
Experience working in a higher education institution or similar type of organisation		✓	A, I, R
Experience of using a computerised payroll system	✓		A, I
Experience of working in a customer focused team	✓		A, I
Experience of dealing with pension scheme providers	✓		
Experienced user of Microsoft Word and Excel	✓		A, I
<b>Knowledge</b>			
Good working knowledge of computerised payroll systems and pay related conditions of service, particularly those relating to Statutory Sick Pay and Statutory Maternity Pay	✓		A, I, R

Excellent knowledge of Agresso Payroll/HR System		✓	A, I, T
<b>Skills</b>			
Numeracy and attention to detail	✓		A, I, T
Ability to deal accurately with a large volume of payroll data which must be processed within prescribed time scales.	✓		A, I, T
Excellent verbal and written communication skills with the ability to clearly express payroll and pension issues to non-expert colleagues.	✓		A, I, T
Ability to use computer-based systems for both on-line and interrogation.	✓		A, I, T
<b>Additional Attributes</b>			
Ability to work effectively to consistent standards as part of a team	✓		
A strong commitment to personal professional development. Support for study towards an appropriate professional qualification (e.g. CIPP) will be available.	✓		