**Payroll & Pensions Co-ordinator (22.5 hours per week)**

**Ref: VBSS19.17**

**1. The Appointment**

Vision Business Support Services Ltd (VBSS) provides high-quality support services to all aspects of the college group. VBSS is a subsidiary company of West Nottinghamshire College and provides an important service and plays a pivotal part in the success of the college and creating an exceptional learner experience.

**JOINING OUR JOURNEY**

When you join our college group, our staff have access to numerous benefits and facilities:

* Pension Scheme
* Occupational Health Service
* Enhanced Maternity/Paternity provision
* Staff Development days/week (July)
* Free confidential counselling service
* Free car parking
* On-site hair and beauty salon, Revive Spa, fine dining Refine Restaurant and Create Theatre

**ABOUT THE ROLE**

Reporting to the Financial Services Manager, you will co-ordinate and process all elements of the payroll and pensions systems and work as part of the Payroll and Pensions Team supporting and promoting payroll and pensions activities.

The role will require you to embed and work to the college’s values; working with **Professionalism**, taking **Responsibility** for your actions, and giving **Respect** to clients and colleagues alike.

**Interviews will take place on Friday 28th June 2019.**

**2. The Post**

* 1. **Main Duties and Responsibilities**

1. To provide administration support for the pensions and payroll function including Year End procedures.
2. To provide guidance and assistance to internal and external customers on all aspects of pensions and payroll.
3. Maintain and co-ordinate the computerised pensions and payroll information systems ensuring changes to staff records are completed, in a timely and accurate manner.
4. Prepare and provide reports on aspects of pensions and payroll as and when required, making recommendations for action and update and inform your work colleagues of all findings.
5. To action pensions and payroll documentation ensuring that payments are processed accurately and efficiently within tight deadlines.
6. To comply with college policies and procedures ensuring statutory requirements, compliance and standards are met.
7. Where appropriate identify and question irregularities in pay claims and raise these concerns through the appropriate channels.
8. Liaise with all departments, working co-operatively with Finance Department and Human Resources.
9. Produce and provide monthly journals and reports for Finance Department.
10. Develop and provide management reports and other payroll and pensions data as required.
11. Maintain and check data input on payroll and pension records to ensure accuracy.
12. Verify and complete periodic check to ensure staff pension fund details are correct in order to identify and address problem areas.
13. To liaise with internal and external customers and agencies.
14. Communicate with staff on payroll and pension queries and issues.
15. Assist in producing and maintaining payroll and pensions procedure manuals.
16. Co-ordinate and liaise with pension agencies on behalf of the college.
17. Make staff aware of the pension schemes and options available.
18. Distribution of pay-slips and payroll literature to staff as required.
19. Undertake other duties as required, commensurate with the level of the post.
20. Maintain understanding of payroll and pensions system, keeping up to date with new legislation and procedures. Liaising with the payroll software company if necessary.
21. Process contracts and claims for sessional and monthly staff.

**2.2 Other Responsibilities**

a) To uphold and promote all company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.

b) To comply with all college standards and expectations, including college learner procedures and practices and safeguarding policy and practices.

c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.

d) To be conversant with and participate in activities and developments of the college, regional and national level which are relevant to the post.

e) To present and promote an appropriate public image in representing the college group and its subsidiaries.

f) To undertake any other duties as may reasonably be required commensurate with the post.

**3. Skills, Qualities & Knowledge**

|  | Essential | Desirable |
| --- | --- | --- |
| Qualifications: |  |  |
| English at Level 2 | ✓ |  |
| Maths at level 2 | ✓ |  |
| Experience |  |  |
| Recent relevant experience of payroll administration | ✓ |  |
| Up to date knowledge of Income Tax and NI | ✓ |  |
| Good understanding of requirements of Real Time Information changes | ✓ |  |
| Up to date knowledge of SSP and SMP | ✓ |  |
| Up to date knowledge of pensions | ✓ |  |
| Up to date knowledge of final salary pensions |  | ✓ |
| Skills /Knowledge |  |  |
| Demonstrate suitability to work with children and  vulnerable adults including knowledge/understanding of  safeguarding | ✓ |  |
| Good IT skills, including excel spreadsheet and database knowledge | ✓ |  |
| Good interpersonal skills | ✓ |  |
| Ability to work to and complete tasks within deadlines | ✓ |  |
| The ability to plan, prioritise and identify resources required to achieve results within set deadlines | ✓ |  |
| Ability to enter large amounts of information into databases accurately | ✓ |  |
| Ability to learn and understand new rules and processes within payroll and pensions | ✓ |  |
| Ability to maintain confidentiality at all times | ✓ |  |
| Qualities/Approach linked to college values |  |  |
| A positive and proactive approach to working as part of a team | ✓ |  |
| A helpful and adaptable disposition | ✓ |  |
| Excellent communication skills | ✓ |  |
| Willingness and ability to adopt a flexible approach to hours of work to ensure deadlines are met | ✓ |  |
| Demonstrate a positive approach to equality and diversity and customer service | ✓ |  |
| Demonstrate an ability to take responsibility for own and others Health and Safety at work | ✓ |  |
| Demonstrate a commitment to safeguarding and promoting student welfare | ✓ |  |
| Flexible and professional approach | ✓ |  |
| Ability to work as part of a team to achieve common objectives | ✓ |  |
| Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don’t work for customers. | ✓ |  |

**4. Position within the College**

The post holder will be part of the Payroll and Pensions Team and will report operationally to the Financial Services Manager.

**5. Terms & Conditions**

1. The post is offered on a Vision Business Support Services contract.
2. The salary will be Support Band 4, £19,330 per annum (pro rata for part time).
3. You will be required to work 22.5 hours per week on a flexible basis.
4. You will be entitled to 25 days leave, plus bank holidays (pro rata equivalent for part time hours). Up to 5 days leave can be directed for efficiency closure.
5. The Company operates a Scottish Widows Group Personal Pension Plan
6. The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

**6. The Application**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm on Friday 14th June 2019.**

**Interviews will take place on Friday 28th June 2019.**

[**www.wnc.ac.uk/vacancies**](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE GROUP PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.**

**The College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts may be subject to DBS check. The successful candidate will be required to pay for the DBS check themselves; the cost will automatically be deducted from their first salary payment. This is currently £44.**

**It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.**