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| Job Description |  |

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| Job Title | Payroll & Pensions Officer |
| **Department** | Finance |
| **Responsible To** | Finance Manager |
| **Responsible For** | N/A |
| **Grade** | Six |
| **Location** | Executive Office, UHI House, Inverness |
| Job Objective |
| To provide a comprehensive and accurate payroll and pensions service for the University in full compliance with UK employment legislation, HMRC regulations, pension schemes, and internal policies. The Payroll & Pensions Officer will act as a key point of contact for payroll and pension queries and support the efficient operation of payroll systems and processes. |
| Key Duties & Responsibilities |
| * Ensure accurate and compliant payroll processing for the University, incorporating all authorised changes in line with employment law, PAYE, National Insurance, pension regulations, salary sacrifice schemes, and benefits-in-kind practices.
* Plan and manage payroll schedules to guarantee timely and efficient payroll processing. Maintain accurate records and ensure all supporting documentation is properly completed and accessible
* Provide expert payroll guidance and support to managers across the University and the HR department. Communicate clearly regarding statutory payments such as SMP, SSP, and other payroll-related queries.
* Oversee the accurate calculation, deduction, and timely remittance of pension contributions for all staff, including those under the Universities Superannuation Scheme (USS) and Local Government Pension Scheme (LGPS). Prepare and submit monthly reports, year-end reconciliations, and compliance documentation to pension providers.
* Complete and submit year-end payroll returns to HMRC and other relevant agencies, ensuring compliance with current legislation and deadlines. Prepare monthly reconciliations and reports for PAYE, National Insurance, and other payroll-related deductions.
* Reconcile payroll reports and assist in month-end and year-end processes, including financial reporting and audit support.

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| * Stay informed of changes in payroll-related legislation and update internal processes and procedures accordingly to maintain compliance. Ensure adherence to payroll controls and promptly address any discrepancies, reporting them to the Finance Manager.
* Provide payroll costings and forecasts to managers and finance colleagues to support budget planning and staff cost projections.
* Assist the Finance Manager and Director of Finance in maintaining, reviewing, and documenting financial procedures to uphold robust financial controls and compliance across the organisation.
* Work collaboratively with the HR and Finance teams to ensure alignment of data and systems and contribute to ongoing improvements in payroll processes.
* Deliver training and guidance sessions to Finance and HR staff on payroll and pension procedures.
* Develop and maintain user-friendly payroll procedure documentation and training materials.
* Work flexibly and efficiently to maintain the highest standards and to promote and implement policies of the company.
* To participate in the UHI Executive Office’s Performance and Development Review Procedure.
* To take due care of yourself and others in respect of Health & Safety.
* To attend training courses that may be identified as necessary by your Line Manager.
* Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.
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| This is a description of the job as it is presently constituted. It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by the line manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is UHI’s aim to reach agreement to reasonable changes, but where it is not possible to reach agreement UHI reserves the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.Date: August 2024 |