

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Apprentice Payroll Assistant

## **College/Department**

Finance

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0616-21

## **Salary**

£11,064 per annum for the first 12 months. After, there is an increase dependant on age:

19-20 years: £12,621 per annum

21-22 years: £16,085 per annum

23 years plus: £17,143 per annum

## **Reports To**

Payroll Team Leader

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

To work and assist in contributing to the payroll delivery for the University and its subsidiary companies.

## **Principal Accountabilities**

1. Processing of variable data from University departments, colleges, subsidiaries and third parties, resolving any issues arising from the data provided. This includes, Childcare Vouchers, paid in arrears hours, Overtime and Ad Hoc Payments
2. Set up of new employees within the University (External Personnel), Student Employment Monthly and Derby Theatre Weekly payroll ensuring all necessary documentation has been provided including eligibility to work.
3. Checking of audit reports that monitor changes to the Payroll software by Human Resources, and advising Human Resources of discrepancies and assisting in resolving related issues
4. Downloading of FBI data form HMRC and resolving any issues
5. Calculate and process Statutory and Occupational Sick Pay, Statutory Maternity, Paternity and Adoption Pay, in accordance with University Terms and Conditions and Statutory regulations.
6. Calculation of payroll and running of payroll reports, checking outputs are in line with both statutory and organisational regulations and assisting in the preparation of monthly payroll reports for sign-off.
7. Assisting in the correction of pay discrepancies either by under or overpayment including reworks of employee YTD positions for HMRC and Pension reporting
8. Responsible for the preparation completion of the pension returns for both Local Government and Teachers Pension schemes including individual returns for employees, monthly and annual returns and ad hoc requests from the University or third-party pension bodies
9. Provide a high level of active support and customer service in the provision of information to third parties and other stakeholders including employees and members of the University including advice on technical matters concerning PAYE & NI statutory regulations.
10. Creation of simple Impromptu reports and Excel spreadsheets for ad hoc purposes.
11. Maintaining close relationships with other stakeholders connected to the Payroll departments activities via SLA agreements and undertaking regular meetings to discuss and implement improvements.
12. Any tasks as required from time to time by Senior Management within the Finance Department.
13. Cover for **all** members of Payroll Team as required.
14. Maintain via CPD an up-to-date knowledge of any developments that could impact upon the University payroll ability to deliver an accurate and timely payroll and any necessary information to third party stakeholders.
15. Any other duties commensurate to the role.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* GCSE Maths and English at grade C/4 or equivalent or a willingness to undertake as part of the apprenticeship

#### **Experience**

* Experience in using Microsoft Office

#### **Skills, knowledge and abilities**

* Strong customer focus and service delivery achievements
* Team working within and beyond the immediate team, contributing towards the effective achievement of team goals
* Well-developed interpersonal skills, able to build positive and supportive relationships with colleagues, customers, and stakeholders
* Willingness to work flexibly and be responsive to business needs and customer expectations
* Proactive and able to work in methodical manner others can relate to with a strong attention to detail
* High level of professionalism, enthusiasm, and commitment. Self-aware, confident, and assertive
* Excellent communicator, verbal and written
* Good level of IT skills

### **Desirable Criteria**

#### **Experience**

* Developing, implementing, and maintaining policies and procedures at an operational level
* Experience of identifying and delivering improvements in systems, procedures, and processes

# **Benefits**

As well as competitive pay scales for apprentices we also offer opportunities for further salary progression.  In addition, we also offer generous holiday entitlement and the opportunity to join a contributory pension scheme.  The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)