|  |
| --- |
| **Pensions and Payroll Assistant** |
| **Faculty / Department:** | HR Department | **Grade:** | C: £28,287.00 - £32,006.00 |
| New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade  |
| **Responsible to:** | Payroll Manager and Pensions Manager (matrix arrangement) | **Responsible for:** | N/A |
| **Job Purpose** |
| To support the delivery of an effective, efficient, accurate and customer focused pension and payroll administration service for the University. Carry out payroll processes in line with University Financial Regulations, policy and procedure. |

|  |
| --- |
| **Main Activities and Responsibilities** |
| 1. Support the payroll and pensions administration and advisory service within Birmingham City University.
2. Process relevant new hire and leaver documentation for each of the University’s pension schemes, as required.
3. Provide advice and guidance to employees about pension administration processing requirements.
4. Provide administrative support as required to the Payroll Team, the Pensions Manager and the wider HR team as required.
5. Input monthly payroll data and assist with accurate processing, as required.
6. Assist with payroll reconciliations as required.
7. Provide routine information and advice to colleagues to support their understanding of payroll and pensions. Assist in obtaining responses to more complex or detailed queries.
8. Provide general administration assistance as needed.
 |
|  |
| **Essential Criteria** | **Application Form / Support Statement / Interview** |
| 1. Relevant vocational qualifications such as payroll certificates, NVQ Level 2 in Business Administration or similar or able to demonstrate equivalent work experience and relevant skills.
 | Application Form / Support Statement / Interview |
| 1. Familiarity with pension requirements and processing for Local Government Pension Scheme (LGPS) and Teacher’s Pension Scheme (TPS)
 | Application Form / Support Statement / Interview |
| 1. A good standard of literacy and numeracy equivalent to GCSE English and Maths.
 | Application Form / Support Statement  |
| 1. A high standard of IT skills including familiarity with Microsoft Office and HR information systems. Competence in the use of Excel and familiarity with a variety of pension portals.
 | Support Statement / Interview |
| 1. Experience of working successfully in a payroll environment, with knowledge of payroll administration procedures and systems.
 | Application Form / Support Statement / Interview |
| 1. Good written and verbal communications skills.
 | Support Statement / Interview |
| 1. Able to demonstrate an organised approach to work and ability to prioritise different tasks.
 | Interview |
| 1. Good attention to detail and accuracy.
 | Support Statement / Interview |
|  |
| **Desirable Criteria** | **Application Form / Support Statement / Interview** |
| 1. Experience of working with University Superannuation Scheme (USS) and Defined Contribution schemes.
 | Application Form / Support Statement / Interview |

* Application Form – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be assessed as part of the shortlisting process.
* Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation and discussion, or teaching session etc.