

Assistant Payroll Manager

Level: Grade 8

Team: People and Culture

Line manager: Payroll Manager

Responsible for: Senior Payroll Officer, Payroll Officer, Payroll and Pensions Officer

About the job

- To support the Payroll Manager with the delivery of a customer focused payroll and pensions service in line with relevant legislation, business objectives, policies and best practice to ensure that colleagues are paid accurately and within agreed timescales.
- To line manage a small team engaging, motivating and developing them to achieve team objectives and facilitate a culture of continuous improvement.

You'll be trusted to

- support the Payroll Manager in the delivery of the payroll service, taking lead responsibility for specific elements of the payroll cycle
- support the Payroll Manager to ensure that colleagues are paid to agreed timescales and ensure that all month/year end processes are completed within set deadlines
- deputise for the Payroll Manager as required, providing leadership and direction to the team to ensure that all tasks associated within the monthly/annual payroll cycle are completed to set timescales
- work with the Payroll Manager to identify opportunities and implement improvements to systems and processes to increase efficiency and effectiveness of the service
- take the lead role in managing the Pension service, working closely with West Yorkshire Pension Fund (WYPF) to ensure that our employer responsibilities are met
- provide professional support and advice to colleagues and managers on payroll and pension issues
- ensure employer responsibilities in relation to pensions are carried out in line with legislation/ scheme rules, including co-ordinating flexible and ill health retirements, internal dispute resolution procedure and other pension related processes
- ensure that pensions administration processes undertaken by the team are carried out effectively and efficiently and in line with legislation/ scheme rules
- promote the benefits of joining an occupational pension scheme including issuing literature, arranging publicity, organising awareness sessions and providing general guidance to colleagues signposting them where necessary on where to get further information and advice
- ensure that employer responsibilities in relation to auto-enrolment are carried out in line with legislation

- assist the Reward and HR Analytics Manager with the maintenance and development of pensions related policies and procedures to ensure compliance with pensions legislation and best practice
- keep abreast of changes to appropriate legislation and provide briefing notes/communications for colleagues and managers as appropriate to maintain compliance
- co-ordinate the production of data and insight as required
- carry out any other duties as directed by the line manager that are appropriate to the grade and overall purpose of the job.

Who you'll work with

Internal: Vico Homes colleagues at all levels

External: Government agencies including HMRC, The Pensions Regulator, Department for Work and Pensions, Courts/Child Support Agencies, Auditors, Technology Providers, West Yorkshire Pension Fund

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A qualification at Level 4 of the Qualifications and Credit Framework, such as a HNC, Award or Certificate or equivalent	✓		AF/CQ
A Payroll or Pensions related qualification		✓	AF/CQ
Evidence of continuing professional development	✓		I
Experience supporting the delivery of a payroll service whilst taking responsibility for specific elements of the payroll cycle	✓		AF/I
Experience in providing payroll and pension support and guidance on a range of complex issues	✓		AF/I
Experience of working with HR/Payroll Systems	✓		AF/I
Experience of managing people to achieve performance targets and deadlines	✓		AF/I
Proficient in Microsoft Excel, able to use complex formulas	✓		AF/I
Able to deal with complex issues of a confidential nature	✓		AF/I
Excellent communication and interpersonal skills	✓		I
Ability to work as part of a team and on own initiative	✓		AF/I
Able to work effectively with employees and managers at all levels within and outside the organisation	✓		I
The post holder may be required to work outside normal office hours on occasion	✓		I
Willing to commit to further personal development	✓		I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification