

JOB DESCRIPTION

Payroll Supervisor

JOB PURPOSE

To lead, manage and deliver an effective payroll and pension function for all Aberlour services and departments.

PRINCIPAL ACCOUNTABILITIES

- Organise and plan the workload for the team ensuring the implementation of and adherence to Aberlour's financial policies and procedures relating to payroll and pensions.
- Update permanent value data and liaise closely with HR to ensure integrity of data between HR and Finance systems.
- Maintain and develop the payroll electronic systems, producing reports and undertaking analysis of data.
- Provide both regular and ad-hoc management information as required.
- Provide advice, guidance and instruction to all staff on the relevant financial processes and policies relating to payroll and pensions.
- Ensure that the information required from the systems is available for timely and accurate reporting of the trusts financial position both periodically and annually.
- Lead the implementation of change and improvement in the area of payroll and pensions.

Quantifiable Responsibilities

Line manage the Payroll Administrator to ensure transactional activity is completed to a high standard and delivered within agreed timescales.

SCOPE OF PLANNING AND ORGANISATION

The post holder reports to the HR Manager.

The post holder will identify and report on anomalies in relation to payroll and pension matters.

The postholder will plan and co-ordinate complex workstreams to ensure that all work is carried out within a range of timescales and regulatory frameworks, including HM Revenue and Customs and legal and charitable accounting frameworks.

The post holder will develop, deliver and review payroll and pension systems to meet operational requirements, within the boundaries of Aberlour systems, processes, policies and procedures.

SCOPE OF JUDGEMENT AND DECISION MAKING

The post holder has autonomy to manage this function within the frameworks of control and regulatory requirements. The post holder will exercise judgment to ensure that all work within the payroll and pensions function is compliant with financial accounting policies and procedures and to identify and deal with any issues which require further investigation.

The post holder will make decisions regarding prioritisation of work within payroll and pensions. The post holder will resolve problems in the first instance but will refer more complex matters to the HR Manager or Finance & Reporting Manager if required.

RELATIONSHIPS

Internal

The post holder interacts with a wide variety of individuals in the course of their work including HR, Finance, Service Managers and Service Administrators to:

- Provide advice, guidance and instruction on routine matters relating to payroll and pensions.
- Work with finance on payroll, pension and ledger matters.
- Work with HR to maintain and update employee data.
- Liaise with the Finance Manager on wider financial matters.
- Advise individual employees regarding payroll, pension and associated issues.

All staff are expected to attend team meetings and keep up to date with changes at service and organisational level. This includes accessing work email accounts, Aberlour intranet sites and supporting our marketing & fundraising initiatives and social media channels to help promote Aberlour.

External

- Suppliers and other service providers of computerized systems used in payroll and pensions management.
- HM Revenue and Customs and other third parties on payroll related matters.

QUALIFICATIONS

A relevant qualification at SCQF level 8 or above.

Or

Equivalent knowledge acquired by other means.

EXPERIENCE

The post holder must have experience of:

- Working to deadlines dealing with a high volume of complex financial transactions
- Managing and developing staff
- Liason with a wide range of individuals and external bodies/agencies
- Working with computerised ledgers and computerised payroll and pensions systems.

KNOWLEDGE/SKILLS

- Extensive knowledge and experience of payroll systems and their interaction with financial systems
- Advanced knowledge of Integrated HR and Payroll systems
- High level of numeracy
- High level of accuracy
- Excellent verbal and written communication
- Proficient IT skills with a willingness to adopt and learn new technologies and systems – this includes communication, collaboration, recording and office applications (particularly spreadsheets). Training on specific systems will be provided.
- Ability to process and obtain a variety of information and data using ICT systems.
- Ability to organize own work and work of others and prioritise often conflicting requirements. This requires effective time management and negotiating skills.
- Convey complex information to a range of audiences and for a range of purposes.
- Ability to work effectively under pressure in order to meet deadlines.
- Ability to work both autonomously and in a team setting.

JOB CHALLENGES

Dealing with people who are not familiar with financial procedures. The post holder has to be able to simplify complex concepts and financial principles.

Ensuring that information is received timely and accurately to meet prescribed deadlines.

Maintaining a disciplined and structured approach to meet competing demands of the principal accountabilities of this post whilst being flexible and responsive to day-to-day operational demands.