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| **TITLE: Payroll and Pensions Specialist** |
| **TEAM/PROGRAMME**: Finance | **LOCATION: UK London/ Hybrid** |
| **GRADE**: D1 – Junior level | **CONTRACT LENGTH:** Permanent  |
| **CHILD SAFEGUARDING:** Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). |
| **ROLE PURPOSE:** To role is responsible for the accurate and timely payment and recording of salaries, including all tax, social security and pensions contributions for 8 (currently) non-standard outsourced payrolls for centre employees based outside of the UK and IR35 payroll, in accordance with employee contracts, legislation and organisational timetables. Responding to queries from employees and payroll and pension providers accurately and timely. The role will deputise for the Head of Payroll and Pensions and be an advisor to the Payroll & Pension officers and others on UK payroll and tax requirements. The role will be the key contact with the multiple external payroll providers regarding monthly processes and queries. |
| **SCOPE OF ROLE:** **Reports to:** Head of Payroll & Pensions **Staff reporting to this post:** none**Budget Responsibilities:** none**Role Dimensions**: There are currently 3 main payrolls processed by SDWorx, roughly 500 UK based and paid via BACS and 550 based Internationally based employees paid via Convera. There are also 8 (and increasing) outsourced payrolls provided by various local providers for centre employees based outside of the UK. As well as the UK IR35 payroll. Monthly salary payments total around $7m per month.The UK pension scheme is operated by Legal & General and an overseas Long-Term Saving Fund for International employees is run by Zurich on the Isle of Man.Various banking systems are used including Barclays, Convera and a Treasury Management System (TM5).Other system used include Agresso (finance), Global Pay (Convera), Zio (Zurich), Microsoft Excel and Word.Uploads to HMRC PAYE Tools, L&G, Zurich and ComputerShare (CCV) are completed on a monthly basis together plus others as required. |
| **KEY AREAS OF ACCOUNTABILITY:*** Lead on non-standard payrolls for centre employees based outside of the UK, review payroll data from HR teams for completeness and accuracy. Accurate and timely input of starter, leaver, and change data into payroll systems. Run reports from external payroll provider to ensure complete & accurate payments to employees.
* Lead on IR35 payroll processing, act as member of team assessing need to include someone on the IR35 payroll.
* Input monthly payments to Treasury Management Systems and ensure timely approval by authorisers.
* Advise Payroll and Pension Officers and other colleagues with queries relating to UK tax, social security and other regulatory issues.
* Overall management of the Payrollandpensions in box and ensure all queries are responded to fully and timely.
* Lead on creation of monthly payroll reports and preparation and posting of monthly payroll journal (for all payrolls). Preparing and review of bank journal posting before forwarding for approval.
* Lead on accurate and timely reconciliation of all payroll control accounts on a monthly basis.
* Respond to audit queries including copy of payslips, proof of payment and anything else required by internal and external auditors for Statutory and donor audits.
* Issue P45’s, upload EPS figures on Basic PAYE Tools, prepare HMRC payment. Agree P35 and HMRC submissions.
* Provide support to the pension governance committee.
* Support the Head of Payroll & Pensions with the development and implementation of projects/processes that increase efficiency.
* Deputise for the Head of Payroll and Pensions.

• Undertake any other duties as requested. |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**)**Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS:*** UK payroll qualification or equivalent experience.
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| **EXPERIENCE AND SKILLS****Essential*** Previous experience of end to end payroll administration and processing in a complex global organisation department
* Knowledge/experience of UK pension legislation
* Knowledge of basic accounting principles
* Knowledge of internal controls and audits
* Knowledge of relevant UK legislation relating to payroll
* Knowledge and experience of working with HR systems, currently Oracle
* High level of accuracy and attention to detail
* Analytical and methodical
* Excellent customer service skills
* Excellent collaboration skills and working as part of a high performing team
* Excellent organisational skills
* Possess completer/finisher tendencies
* Solutions-focussed
* Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures
* Commitment to Save the children values

**Desirable*** Experience of working on Payroll software such as SD Worx HRE and Payment platforms e.g. Barclays, Convera etc
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| **Additional job responsibilities**The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. |
| **Health and Safety**The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by: Debbie Shipston**  | **Date: 24/07/2023** |