

# JOB DESCRIPTION

<b>Job Title</b>	<b>Manager, Payroll</b>		
<b>Reports to</b>	<b>Manager, Systems, Data &amp; Payroll</b>		
<b>Department</b>	<b>People Team</b>		
<b>Job Family</b>	<b>Business Services</b>	<b>Level</b>	<b>4</b>

## About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

## About the Department

The People department enables the delivery of the School's strategic priorities through the provision proactive advice and support to School staff (non academic). Collaborating with our faculty experts, it also delivers leading edge projects to shape the Future of Work, building an engaged, inclusive workforce where everyone belongs and thrives.

The team is designed around three key areas: Business Partnering, Specialist People and a critical Operational engine, and provides a full People Service. The team work closely with Heads of Departments and line managers to support them in achieving their business goals through their people.

## Job Purpose

### Management of London Business School's Payrolls

- End to end processing, balancing and payment of the monthly payrolls (Faculty & staff, pensioners, and PSC). This includes overseeing the Zero hours (casuals) payroll.
- Preparation and posting of Payroll outputs to the accounting ledger
- Preparation and sending of monthly statutory returns to HMRC
- Monthly payments in settlement of statutory deductions on a timely basis
- Reconciliation of Payroll control accounts by ledger closure
- Timely resolution of Payroll queries; both internal and external

- Work collaboratively to support with Payroll system upgrades to ensure Payroll functionality is fully tested prior to implementation
- Cover and advice to payroll officer, sign off approval for casual payroll
- Timely preparation of payroll payments and communication to ensure funding
- Identifying process improvements and collaborating with wider team to put these in to practice and embed with wider policy and processes
- Communication and education to the relevant stakeholders regarding payroll policies and processes and ensuring adherence to these to ensure efficient service, legal compliance and management of risk

#### **Administration of the School's pension schemes.**

- Preparation and completion of monthly reporting and payment on a timely basis
- Timely resolution of pension queries; both internal and external; identifying underlying issues, proposing solutions and collaboratively implementing improvements
- Auto enrolment and re-enrolment of faculty & staff

#### **Annual Returns**

- Preparation and submission of annual return to HMRC, including issuing of P60's
- Completion and return of the PAYE settlement agreement
- Completion and return of P11d's

#### **Legislation & Policy**

- Keep up to date with regulations / legislation – anticipate impact and determine the most effective way of implementing any changes
- Create and maintain up to date and comprehensive payroll policies and procedures and end to end payroll processes with appropriate approvals and sign offs
- Liaison with senior staff and colleagues to discuss policy issues and find solutions to any issues that arise
- Communicate with auditors both internal and external on Payroll integrity matters
- Preparation of data for the gender pay gap reporting

#### **Any other duties as assigned by the Line Manager.**

## **Key Areas of accountability and Key Performance Indicators (KPIs)**

### **Key Areas of Accountability**

#### **Partnering and Service Delivery**

- Use specialist payroll knowledge and information to diagnose and resolve technical issues within agreed parameters, dealing with the most complex but escalating where appropriate
- Manage the delivery of all payroll activities, in line with relevant policies, procedures and legislation, to ensure performance meets targets / key performance indicators to support the school in the delivery of a first class, timely and compliant service

#### **Compliance**

- Provide advice to colleagues and stakeholders on the interpretation and implementation of legislation and policies and procedures for payroll, propose and implement solutions and support monitoring, to ensure compliance

#### **Collaboration**

- Partner, and build strong relationships with relevant areas to ensure good understanding of their business goals and that advice/service delivered meets and exceeds their needs.
- Represent the team to colleagues, stakeholders, and cross-School groups, enabling cross-department working, spotting, and initiating opportunities to collaborate for best business solutions.

### **Process Improvement**

- Research best practice in own area of expertise, and review and analyse detailed business models to support senior management in developing and improving policies, processes, and systems relevant to a specialist area.

### **Change Management**

- Champion change by role modelling the behaviour expected from all colleagues, and consider the impact of change on all processes, systems, and people to ensure appropriate steps are taken for successful implementation.
- Consult with and advise the business on change programmes and initiatives, influencing stakeholders so they become advocates for the change and support its successful implementation.

### **Key Performance Indicators**

- Delivery of accurate, high-quality, timely, compliant service in area of specialism.
- Development of solutions and improvements to complex issues within own area of specialism.
- Production of high-quality reports, with complex analysis to support management decision-making.
- Contribution to cross-School compliance with regulations and legislation.
- Strong cross-team working relationships with key stakeholders.
- Positive feedback from colleagues and stakeholders.
- Contribution to the development of policies, processes, and systems.

## **Resources including team management**

**Oversees and signs off work of Payroll Officer**

## **Knowledge/Qualifications/Skills/Experience required**

- Professional qualification or equivalent experience.
- Payroll background essential.
- Excellent communication skills with the ability to engage a variety of audiences.
- Significant experience of software related to own area of specialism, with the ability to build basic models or tools - iTrent and Business Objects experience desirable.
- Sound working knowledge of policies, regulations, and legislation in area of specialism.
- Excellent analytical and problem-solving skills.

- Excel skills essential.
- Ability to manage multiple internal and external stakeholders.
- Ability to prioritise and focus on material issues.
- In-depth knowledge of specialist area.

<b>Staff</b>	TBC
<b>Budgets</b>	tbc
<b>Date Updated</b>	30th June 2021