

Payroll and Pensions Manager
Finance Department, Royal Academy of Arts
Up to £40,000 plus attractive benefits

The Royal Academy of Arts is one of the UK's foremost arts institutions, famous for its world class exhibitions including Van Gogh, Anish Kapoor and David Hockney. Its purpose is to be a clear, strong voice for art and artists. Its public programme promotes the creation, study and enjoyment of art to a wide range of audiences through exhibitions, education and debate.

The Finance team is looking for a new Payroll and Pensions Manager. Responsible for managing up to 500 permanent and casual staff, the successful candidate will have at least 5 years' hands on experience of managing a complex payroll function of a similar size. They will also have experience of managing pension schemes (final salary, auto-enrolment and stake holder).

Ideally CIPP certified, they will be a strong communicator, able to build rapport and apply a customer service approach to the role. Approachable and friendly, they will provide clear and accurate information in response to any payroll or pension queries. Diplomatic and discreet, they will be fully familiar with data protection requirements.

Technically knowledgeable and systems orientated, they will be comfortable with payroll and pension systems and be a proficient user of MS Office Applications (specifically advanced MS Excel skills).

Supremely well organised, systematic, tidy and efficient, the successful candidate will be able to manage a large volume of administration. They will possess a keen eye for detail and strong numeracy and analytical skills. With first class drafting skills, they will be able to produce clear meeting minutes and reports in particular for quarterly Pension Trustee meetings.

This role includes a significant element of project work as we move onto new payroll and HR software in 2015 and look to replace some currently manual processes, with systemic ones. This may require running a parallel payroll during the testing phase.. Ideally you will have experience of similar system upgrades or implementations in previous roles.

For further information, a full job description and person specification are available at www.royalacademy.org.uk/careers

To apply, please send your CV with a covering letter, detailing how you feel you meet the criteria, to recruitment@royalacademy.org.uk and include reference RA/Payroll 01 in the subject.

Interviews are on-going, anticipated start date no later than 1 December 2014.

JOB DESCRIPTION

Job Title: Payroll & Pensions Manager
Department: Finance Department
Reports to: Director of Finance

MAIN OBJECTIVE

- Accurately and efficiently manage and run the monthly payroll for up to 500 permanent, fixed term and casual staff.
- Manage and ensure efficient administration of both the final salary and stake holder pension schemes.
- Provide clear, appropriate and prompt advice to staff in response to any payroll or pension queries.

MAIN DUTIES

Technical payroll function:

- Set up new members of staff on payroll, process leavers and salary adjustments.
- Enter variable information such as casual workers' time sheets and overtime payments.
- Liaise with Human Resources to ensure new starters have the right to work in the UK (this may require photocopy and signature of passport and visa documentation).
- Process special situations like [maternity or sickness pay](#), termination payments (resignation/retirement/redundancy), bonus payments, jury service adjustments, season ticket loans, cycle to work deductions etc.
- Calculate, pay and reconcile PAYE and liaise with HMRC.
- Administration, calculation, payment and reconciliation of all superannuation contributions.
- Issue appropriate tax forms e.g. p45, p60
- Prepare and reconcile monthly General Ledger wages journals.
- Prepare and reconcile payment summaries.
- Liaise with software provider and perform system upgrades as required.
- Constant evaluation of cost efficient systems and software.

Pension

- Prepare monthly accounting entries for the pension schemes.
- Prepare pension information for stakeholder scheme (Friends Life) and ensure new joiners are provided with pension starter information pack.

- Regularly review the starter information pack and check that the information is up-to-date, clear and informative. Maintain stocks of starter pack information ready for HR to distribute to new starters
- Manage the Final Salary Pension Scheme, ensure annual statements are circulated on time and correct procedure is applied to any leavers in this scheme; coordinate quarterly Board meeting; produce formal minutes.
- Manage auto-enrolment process and compliance, including staff communication and full administration

Knowledge

- Ensure up-to-date knowledge of best practice in payroll and pension administration, keep abreast of latest thinking and regularly evaluate new products and services that may improve the payroll and pension function.
- Ensure prompt maintenance of staff records at all times including archiving and filing. Responsive and able to build rapport with staff to answer all pay enquiries quickly and clearly.

Reporting

- Prepare ad hoc reports as required, to include turnover reports and market analysis of salaries.
- Undertake any other duty which may reasonably be allocated by the Directors of Finance and Human Resources.

Project work

- Contribute to identification and implementation of appropriate new payroll system on or before April 2015, to include parallel runs.

PERSON REQUIREMENTS

- At least 5 years' hands on experience managing a payroll function of at least 500 members, including complex payments (time sheets, over time, ad hoc payments etc.)
- CIPP certified preferred
- Comprehensive and working knowledge of payroll and pension systems
- Proficient in MS Office Applications (Outlook and Word), must be an advanced user of MS Excel
- Legislative compliant with the ability to interpret relevant legislation
- Proactive, able to problem solve
- Strong analytical skills, sound understanding of the backend of payroll systems

- Highly numerate, for reconciliations and statistics
- Supremely well organised, able to handle a high volume of administration
- Close eye for detail to minimise any likelihood of error
- Excellent written and spoken communication skills, strong drafting skills to produce reports and minutes
- Socially confident, able to apply a customer service focus to the role, build rapport and manage multiple stakeholders
- Diplomatic, discrete and professional approach to work
- Familiar with data protection requirements
- An interest in visual art along with the aims and objectives of the Royal Academy of Arts