



**Harper Adams  
University**

## Payroll and Pensions Manager

### Candidate Information Pack



**Harper Adams is a friendly, talented community of more than 600 employees, working to ensure that everyone on the planet has access to food, and that this is achieved sustainably. Our work contributes to planetary health, animal health and wellbeing, and ultimately how this contributes to human health. We are passionate about what we do and are committed to making a difference.**

Harper Adams University is committed to the wellbeing of our employees, and their personal and professional development. This is reflected in our annual employee survey - employees tell us they're proud to be a part of the university and that it is a good, safe place to work where they feel trusted to do their jobs and supported by their managers.

Whilst many of our teaching, research and knowledge exchange activities are delivered or coordinated from an attractive campus in rural Shropshire, our impact and reach is regional, national and international. We offer free staff parking, leisure facilities, and we are only a short drive from the busy market town of Newport.

Some of the benefits of working at Harper Adams University are:

- Beautiful rural location
- Generous holiday entitlement
- On campus retail, catering and gym facilities
- Opportunity to purchase additional holiday
- Opportunities for agile working
- Employee Assistance Programme
- Disability Confident Employer
- Enhanced maternity benefits
- Enhanced sickness absence payments
- Cyclescheme supporter
- Workwear provided (*if applicable*)

Harper Adams University is the UK's premier educational institution serving the agri-food, animal wellbeing and connected industries, recognised as a world-leading specialist provider. Our focus is on food production and technology, animal health and wellbeing, management of land and property, and their contribution to sustainable living environments for our planet's population; we are equally committed to making the UK's food and farming competitive in a world where we will need to compete globally. Our education and research encompass food production and processing, animal sciences, environmental sustainability, mechanical engineering, land management and sustainable business management. We have strong relationships with companies in the UK and abroad, and with academic institutions across the world, collaborating in research and in the delivery of our courses. We are a University with regional, national and international reach and impact, repeatedly appearing in *The Times* and *The Sunday Times Good University Guide* as the UK's highest-ranked modern university.

The University began life in 1901 as Harper Adams Agricultural College and was granted University status in 2012. Our Chancellor is Her Royal Highness The Princess Royal; our current Vice-Chancellor is Professor Ken Sloan, who joined us in 2021. The University is based on a single campus in Shropshire, close to the old market town of Newport and within easy reach of the modern town of Telford, which offers a range of housing possibilities and has excellent rail and road links to the West Midlands

conurbation and beyond. Investment of more than £50 million over the last decade has ensured that our campus boasts the most up-to-date teaching, research and conference facilities as well as accommodation for around 800 students. Our most recent additions include contemporary laboratories and a purpose-built Veterinary Services Centre for teaching and research, swiftly followed by a £500,000 refurbishment of the veterinary nursing facilities. On-campus leisure facilities include a multi-gym, sports hall, dance and aerobics studio. And we are one of the very universities to have its own commercial farm: covering 494 hectares, its facilities include a £2 million leading-edge dairy unit with a robotic dairy.

*For a virtual tour of campus, visit [www.harper-adams.ac.uk/university-life/our-university/virtual-tour](http://www.harper-adams.ac.uk/university-life/our-university/virtual-tour)*

We are regarded as the UK's highest-ranked small specialist provider for the agri-food and animal wellbeing industries, consistently producing the largest cohort of graduates for the agri-food and animal wellbeing sectors, more than 99% of whom go immediately into employment. We currently have about 3,000 undergraduate and postgraduate students, studying both full-and part-time. Our courses cover not just every stage of the food chain – from developing the machinery used to prepare land through to how food is sold and the nutrients it delivers – but also broader subjects such as general business management, automotive engineering and veterinary professions, including, since the establishment of the Harper and Keele Veterinary School in 2020, Veterinary Medicine and Surgery. We have achieved the highest ratings in Quality Assurance Agency reviews. Our undergraduate curriculum is industry-aligned, work focused, co-developed and co-delivered with industry, rooted in partnerships with about 1,100 companies in the UK and abroad. At its heart is our mandatory Placement Year – a bespoke learning experience for our students, tailored to the real needs of employers. We offer a swathe of employer and philanthropically-funded scholarships channelled through our Development Trust. And we support employers by providing a large range of (often bespoke) CPD courses – we have about 2,000 learners here – and with our Higher Level and Degree Apprenticeship Programmes launched in 2017. These courses enable us to address directly the skills needs of the UK's agriculture and food industry. We reinforced this work in 2021, by establishing, with support from the NFU, Morrisons and McDonalds, our School of Sustainable Food and Farming, tasked with ensuring that the sector has the skills to enable it to deliver its 2040 Net Zero goal.

We have a strong research profile. Our work is esteemed nationally and internationally for its quality and impact, particularly in areas such as entomology, sustainable agriculture, crops, livestock nutrition, autonomous and precision farming. In the 2021 Research Excellence Framework, 60% of our research was judged to be world-leading or internationally excellent. Our research is both strategic and applied. Our strategic research tackles the inter-related challenges of food security and sustainability, focusing on the need to achieve Net Zero in agriculture and food supply chains in concert with the requirements for sustainable agriculture. We focus particularly on smart agriculture; improving soil health; sustainable land use and rural communities; reducing the impact of ruminant livestock; sustainable food systems and the circular economy, and integrated pest and disease management. Our applied research, in collaboration with regional, national and international companies, addresses their particular needs and is an important part of our research portfolio. Student research also contributes significantly to our research output - a research project is part of all our degree courses, undergraduate and postgraduate. Our research is structured around two overarching research centres covering Crop and Environmental Science, and Animal Welfare, each containing a number of themed groups; we also have cross-cutting multidisciplinary research groups,



and our Future Farm – our focus to realise a pathway to Net Zero within wider sustainability parameters.

Harper Adams is a young university, energetic and purposeful – one that says not just ‘can do’ but ‘will do’ – ambitious and forward-looking. We are an optimistic, pragmatic and collaborative community, facing challenges with confidence, ready to grasp new opportunities. We aim by 2030 to combine being regarded as the UK’s leading specialist institution with being an internationally recognised university for food production animal health and wellbeing and their contribution to sustainable living environments for the world’s population. Our Vice-Chancellor, Professor Ken Sloan, has recently led a revision of our Strategy to take us up to 2030: this sets out how we can achieve this ambition by focusing on goals of inclusion, community, influence and sustainability. It charts a path that offers both opportunities and challenges – a pioneering journey that involves our whole Harper Adams’ community, one to which everyone working to make a difference belongs.

### **Facilities**

Harper Adams has extensive, well-equipped facilities and is constantly investing in its campus. Facilities include a range of modern teaching facilities and an extensive library, a variety of IT suites including an engineering design centre, newly extended laboratory facilities, a field laboratory and a livestock project centre, a glasshouse complex, an agricultural engineering unit with a large, covered soil working area and a number of sustainable technology installations. New facilities opened since 2017 include new laboratories, an Agri-Tech Innovation Hub and SMART Dairy Unit. A Veterinary Education Centre opened 2021, in support of existing programmes and the new Harper & Keele Veterinary School. Capital funding to support the development of many of these facilities has been provided through the work of the Development Trust.

The University also provides a range of training and professional development opportunities via its staff development programme.

### **Catering and Sports Facilities**

The University’s Students’ Union operates a membership fee paying gym that staff may join. The University has bowling green and tennis courts that are available for staff use during the summer period. A variety of university catering outlets provide access to lunch facilities on campus.

For further details about the University, please visit our website: <http://www.harper-adams.ac.uk>

## JOB DESCRIPTION

<b>Title of the post:</b>	<b>Payroll and Pensions Manager</b>
<b>Department:</b>	<b>Finance</b>
<b>Reporting to:</b>	<b>Head of Financial Accounting and Operations</b>

The post holder will be responsible for managing payroll and pension services for university employees. This position is responsible for maintaining compliance with UK payroll and pension regulations, managing payroll processes, and providing expert guidance to university staff. The post holder will act as a key central contact both internally with departments and externally with relevant groups and agencies.

The post holder will support the achievement of the University's Strategic Framework, by providing professional, high-quality advice and delivering responsive information to senior management and academic departments, as a senior member of the Transactional Processing Team within the Finance Department.

### **Major Activities and Responsibilities:**

1. Prepare and Manage the processing of the University's end-to-end in-house payroll and pensions service, operating with high levels of accuracy, timeliness and regulatory compliance and governance.
2. Manage the University's pension schemes, including the TPS (Teaching Pension Scheme) LGPS (Local Government Pension Scheme) and other defined contribution schemes. Ensure statutory compliance with pension legislation and maintain accurate records of contributions processed to each pension scheme provider.
3. Complete monthly payroll schedules for, net pay, pension, HMRC for the reconciliation of control accounts in the University's finance system, identify and resolve any issues or outstanding balances which occur.
4. To manage the interface between the payroll system and the main accounting system ensuring financial integrity. To exercise financial control; monitoring; reconciling and reporting information to relevant stakeholders.
5. To work in partnership with Human Resources and Finance Business partners to ensure contract changes are coded correctly within the payroll system for correct cost allocation within the management information.
6. Lead the period updates of pay awards, increments and where necessary, ensuring correct retrospective pay is calculated. Work in partnership the Head of Human Resources to ensure all pay scales are maintained, and alignment to national pay spines.
7. Manage the payroll fiscal year closedown process to strict deadlines, ensuring that all year end reconciliations are complete and reports are accurately submitted to HMRC, pensions providers and other statutory bodies.

8. Undertake frequent reviews of payroll and pension software systems to maintain accurate records and streamline processes. Maintenance of global payroll system master records, include, pay element setup, payroll groups, payment and NI tables.
9. Lead workstreams for the implementation and optimisation of current and redesigned processes. Lead user testing of planned updates to the payroll system and ensure that the calculation tables containing statutory taxation and pension calculations are applied timely, accurate and compliant with government legislation. Collaborate with IT and software vendors to troubleshoot and implement system updates and improvements.
10. To be a member of the University's Personal Taxes Group as the personal tax knowledge specialist, provide advice, accurate information and influence the group on all aspects of personal taxation.
11. Provide, payroll and pension information for use in (but not limited to) financial modelling, management reporting, statutory reporting, pay bargaining and other similar requirements.
12. Collaborate with HR and to develop and implement university wide policies and procedures related to payroll and pensions,
13. To liaise with the university pension providers and pension matters and disseminating information to managers and staff within the university. To be aware of complex pension regulations which may affect the operation and administration of all university pension schemes.
14. Analyse period gross to net pay data, to identify and monitor specific risks of non-compliance with national living wage requirements. Determine appropriate action required in order to mitigate and/or remove identified risks and advise HR of necessary corrective actions in order to maintain compliance.
15. Be coherent of university financial hardship support mechanisms in place, provide support and triage service to colleagues across the university whom seek advice and support in relation to financial hardship.

**Other Key Responsibilities:**

16. To be an active member of appropriate professional and sector specific bodies (e.g. BUFDG), attend meetings as appropriate and maintain up to date training relevant to the role.
17. To support the Head of Financial Accounting and Operations during audit process providing data across the Finance Operations function for inclusion in the year end accounts.
18. To be familiar with the University financial regulations and ensure they are adhered to at all times Ensuring that members of the Team are following the appropriate University Policies and Procedures adhering to the University Financial Regulations accordingly.
19. To undertake all aspects of line management responsibilities for any members of staff reporting in to this position: including recruitment, performance management, personal development, absence management.

20. Attend relevant meetings and seminars both internally and externally, to provide expert knowledge to various stakeholders on current legislation across all finance operations to support senior management in strategic decision making.

21. To undertake duties as requested by the Head of Financial Accounting and Operations.

### Person Specification

The Finance Department is a small but extremely busy and diverse team delivering an excellent standard of service, the postholder is therefore expected to work under their own initiative and have the ability to prioritise their own work.

This is a highly demanding role that requires an excellent standard of communication, professionalism, and the ability to respond quickly to a rapidly changing environment and circumstances.

As the role requires the postholder to provide accurate and summarised information to senior managers a good level of Excel skills is essential, as well as the ability to use electronic methods of communication such as Microsoft Teams.

The role demands a high level of accuracy and numeracy.

	Essential	Desirable
<b>Qualifications</b>	<p>Candidates should be educated to a good standard</p> <p>Fully CIPP Qualified and a current active member of the CIPP (or equivalent qualification)</p>	<p>(In addition to CIPP qualification) National Payroll Certificate / Educated to degree level or equivalent</p>
<b>Experience</b>	<p>Experience of managing busy payroll and pensions administration</p> <p>Experience of managing a busy finance operations team</p> <p>Supervising and reviewing regular month end accounting routines and control account reconciliations</p> <p>Experience and understanding of manual and computerised payroll systems and principles</p>	<p>Experience of working within an educational environment</p> <p>Experience of managing and reporting Local Government and Teachers pension schemes</p> <p>Hold a recognised qualification in Leadership and Management</p> <p>Ability to independently review, analyse and report data, ready for submission to internal and external partners</p>
<b>Knowledge/ Skills and Personal Qualities</b>	<p>Aptitude for accuracy and logic when working with figures</p> <p>Excellent standard of written and oral</p>	<p>Experience of using Microsoft Teams or similar communication platform</p>

	<p>communication skills across differing levels within an organisation</p> <p>Ability to interpret and to reconcile complex financial data from a variety of sources using tools such as Microsoft Excel and other Microsoft Office Suite programmes.</p> <p>Strategic and hands-on approach. Commitment to providing customer focused service</p> <p>Ability to accurately calculate PAYE</p> <p>Ability to work to strict deadlines</p> <p>Ability to organise and prioritise own work</p> <p>Approachable and able to work within a dynamic team environment</p>	
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### Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

<b>Salary</b>	The commencing salary for this role will be in the range £38,205 to £42,978 per annum. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer on the 28th day of the month.
<b>Contract Term</b>	Full time permanent position. The employment may be terminated during the course of the contract by either party giving two months' notice in writing.
<b>Hours of Work</b>	The routine working week is 37 hours over Monday to Friday. There may be a requirement for overtime working from time to time and time off in lieu may be allowed for agreed hours worked in excess of contract.
<b>Holidays</b>	The annual holiday entitlement is 22 working days, plus statutory bank holidays. In addition to this there are 8 University closure days during the full annual leave year. Annual holiday entitlement rises to 25 working days on completion of 5 years' service. The holiday year runs from 1 August to 31 July and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each



	complete week of service. The timing of holidays is subject to the agreement of the Line Manager.
<b>Sick Leave</b>	During periods of certified sickness, the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.
<b>Pension</b>	The post-holder will be entitled to join the Harper Adams Group Pension Scheme and details will be provided to the successful applicant upon commencement of employment.
<b>Exclusivity of Service</b>	<p>You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University.</p> <p>It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then notify you within 10 working days whether such employment or engagement is prohibited.</p>

### Application Procedure

Please apply for this role via the below link to Page Personnel

<https://www.pagepersonnel.co.uk/job-detail/payroll-and-pensions-manager/ref/jn-042024-6399976>