

Payroll Manager - Job Description & Person Specification

Sense single salary point: £46,039

Location: Selly Oak, Birmingham

Responsible to: **Director of People and Culture**

Responsible for: **Payroll Lead, Payroll Administrators and Apprentice**

About Sense

For everyone living with complex disabilities. For everyone who is deafblind. Sense is here to help people communicate and experience the world. We believe that no one, no matter how complex their disabilities, should be isolated, left out, or unable to fulfil their potential. Our experts offer support that's tailored to the individual needs of each person, whether that's at our centres, through our holidays and short breaks, or in people's own homes. In addition to practical support, we also provide information to families, and campaign for the rights of people with complex disabilities to take part in life.



About the Sense People and Culture team

The People and Culture Team at Sense exist to support all our employees and volunteers at every stage of their journey with us. We provide strategic lead on people management, learning and development, internal communications and engagement at Sense. We aim to enable the organisation to have the right culture, capacity and capability to achieve its purpose.

About the role

Objectives

The Payroll Manager oversees all aspects of the payroll team and delivers the payroll service for Sense, providing payroll advice and information to all employees and external agencies where appropriate.

The purpose of this post is to manage all aspects of the payroll function for 2 separate payrolls, ensuring accurate and timely processing of all payroll and pension transactions, compliance with HMRC reporting, tax legislation and pension compliance.

Key responsibilities

- Management of the Payroll team, fostering a customer-focused approach to payroll services and ensuring a timely response to employee queries.
- Ensure both payrolls within the group are managed and paid in a correct and timely manner.
- Manage complex and non-routine enquiries from employees, and relevant statutory agencies.
- Advise the Executive team on payroll compliance and take a lead in annual pay review processing.
- Work closely with People and Culture team to implement, streamline and update policies and procedures that affect the payroll function



- Identify opportunities for system developments and lead in the implementation of new systems and/or systems developments.
- Keep up to date with all statutory and legislative requirements and ensure these are actioned and communicate any potential impact of these requirements to staff across the organisation.
- Reconciliation of monthly data and production of reports for the Executive team, ensuring all administrative changes are processed accurately.
- Delivery of training to colleagues & stakeholders, to facilitate enhanced knowledge of processes and systems, enabling positive outcomes.
- Monitor and audit of all payroll procedures and advise and update where necessary.
- Responsible for all year end data and processing, including P11ds.
- Preparation and payment of all pension data to all pension providers, ensuring the Pensions Regulator is informed of any changes. Implementation of automatic enrolment and undertake all re-staging duties.
- Liaise with other departments to ensure effective and efficient provision of services.
- Responsible for checking and validating the accuracy and completion of each months pay run.
- Represent the payroll function in cross-departmental projects and strategic planning.
- Ensure compliance with Health & Safety Regulations, the Data Protection Act and the Freedom of Information Act.

Person specification

- CIPP Diploma in Payroll Management or equivalent is desirable.
- Comprehensive working knowledge of complex payroll systems (Payrite/Iris experience desirable).
- Comprehensive current knowledge of payroll procedures, controls and statutory requirements of PAYE, NIC, SSP, SMP, SAP, SPP etc.



- Experience of operating payroll function in the social care or charity sector desirable.
- Experience of managing a team in a complex payroll function, ensuring their development.
- Comprehensive current experience of legislative reporting, including all HMRC submissions, P60s, and P11Ds etc.
- Thorough knowledge / understanding of HMRC requirements with regard to tax, NI and statutory deductions/payments.
- Experience of dealing with multiple pension schemes and auto enrolment, including re-staging.
- Excellent IT skills (specifically Excel/Word/Powerpoint/Outlook)
- Evidence of own continuing professional development.
- A demonstrable commitment to enabling an inclusive and diverse workforce to reflect our community.
- A commitment to people with complex communication and Sense's vision and values; a willingness to learn how to communicate with people with complex communication and identify the barriers to their participation in all aspects of Sense's work.

Our values

Everything we do is underpinned by five core values. These values shape the way we work as we pursue our vision of a world where no one, no matter how complex their disabilities, is isolated, left out, or unable to fulfil their potential.

- We include
- We collaborate
- We find a way
- We challenge
- We celebrate



Other information

- This job description does not form part of the employment contract.
- This post is not exempt from the Rehabilitation of Offenders Act.

February 2025