# Hosting Proforma

Northern Ireland Housing Executive (NIHE)

Name of Host

Organisation

**1. Interchange Manager’s details**

Dolores Higgins

Name

Organisation/

HR - NIHE

Department

The Housing Centre

2 Adelaide Street

Belfast

BT2 8PB

Address

Telephone Fax number

028 959 82435

Number

Dolores1.higgins@nihe.gov.uk

E-mail

Type of Opportunity

Secondment – 1 year with possible extension

**2. Details of hosting opportunity**

Description of opportunity

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| **Payroll Manager** – Level 6  The Payroll Manager will support the support Shared Service Manager Payments and Payroll and Payroll and Employee Benefits Manager to provide a competent, effective and timely payroll function to the business in line with NIHE Standing Orders, Policies and statutory legislation and employment law.  This is fantastic opportunity for suitably qualified individuals with experience of working working within in a Payroll environment and processing of payroll using integrated payroll software systems, providing advice on payroll issues and compliance with HMRC regulation and legislation and team management.  A full description is at Appendix 1. |

Main objectives of the opportunity

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| **Key Responsibilities**   1. To manage the day to day activities of the Payroll Team plan, manage and organise the day to day operation, rotating duties as required and deliver professional customer service. 2. To ensure post holder and Payroll staff is up to date with current legislation, ensuring required training is provided and encouraging professional development. 3. To ensure records are maintained in line with GDPR, Records Retention Policy and to provide confidence that the correct authorisation of payments, accountability and probity of payroll financial transactions has taken place 4. To ensure that all payments and the payroll deductions are correctly authorised and processed in an accurate and timely manner, all employees’ benefits are correctly taxed in line with HMRC regulations and that all overpayments are identified and recovery action taken in a timely manner. 5. To ensure that Payroll Control accounts are reconciled on a monthly basis. 6. To ensure that all Payroll returns and payments to HMRC, NILGOSC and other bodies are made in a timely fashion. 7. To ensure that staff queries are addressed and resolved in a timely manner reflecting the high level of customer service expected from Payroll Staff. 8. To ensure that all relevant procedures are documented and adhered to by all staff and develop, monitor and implement quality processes within the Payroll Team. 9. To provide statistical information in respect of payroll transactions to allow for identification and resolution of issues impacting on service. 10. To be responsible for the Travel and Subsistence payments ensuring that HMRC regulations and internal policy are adhere to and ensure that processes are in place to answer queries in relation to Travel and Subsistence and to quality assure the claims process. 11. To oversee payroll relevant systems upgrades, design testing scripts and ensure testing is completes. . 12. In conjunction with Payroll and Employee Benefits Manager ensure the delivery of the section’s objectives and the department’s Business Plan.     **General**   1. To provide a high level of internal and external customer service including taking ownership of customer queries and complaints and following issues through to completion, while ensuring timely escalation to the Payroll and Employee Benefits Manager, when required. 2. To ensure continued and effective working relationships with key internal and external stakeholders. 3. To ensure the range of services and activities undertaken by the Payroll Team are developed to incorporate best practice and legislation. 4. To undertake the duties in such a way as to enhance and protect the reputation and public profile of NIHE. 5. To comply with and enforce all NIHE policies and procedures, including but not limited to those relating to legal requirements such as equality, health and safety and information governance. 6. To keep up to date with latest developments, best practice and legislation relating to payroll. 7. To undertake any other duties which may be assigned to meet organisational need and the change agenda and which are reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined. 8. To support Payroll and Employee Benefits Manager in payroll related projects 9. To review payroll system, processes and suggest and assist with design and change implementation.   *Note: This summary of responsibilities and personal duties is not intended to be exhaustive. This role will develop and change in line with strategic corporate programmes and projects.*  The full job description has been included in Appendix 1. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Essential**  Applicants must provide evidence by the closing date for application that they meet the following essential criteria:     * + - 1. a) Possess a CIPP Payroll Technician Certificate or equivalent relevant (Level 3 or higher\*) qualification and have at least three years’ experience working within in a Payroll environment.   **Or**   1. Can demonstrate a minimum of five years’ working within a Payroll environment. 2. Demonstrate experience of: 3. Processing of payroll using integrated payroll software systems; 4. Providing advice on payroll issues and compliance with HMRC regulation and legislation. 5. Team Management 6. Can demonstrate:  * Excellent planning and organisational skills * Ability to work accurately under pressure of multiple deadlines * Strong interpersonal and influencing skills * Strong team working ethos * Excellent attention to detail * Experience of using MS applications including MS Excel, MS Word and MS Office * Robust understanding of payroll legislative requirements   Candidates may also be assessed against the Leader section of the Housing Executive’s Behavioural Framework. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Payroll and Employee Benefits Manager (Level 7) |

Who will be the individual’s line manager and/or reporting officer?

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| Payroll and Employee Benefits Manager (Level 7) |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| NIHE will benefit from new skills, experience and fresh thinking that the individual will bring to the role. The individual will develop a range of skills and benefit from a diverse workload and working environment, which will all contribute their own personal development. The skills and experience gained will be readily transferable to the individual’s organisation. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: 1 July 2023 (or as soon as possible)  **Duration**: 1 year secondment with possible extension  **Location**: The Housing Centre  2 Adelaide Street  Belfast  BT2 8PB  **Salary**: The salary scale for this Level 6 post is £31,099 - £38,295 per annum.  **Further information**:  **Process:** Shortlisting of applications will take place w/c 5th June 2023, those who are successfully shortlisted will be invited to an assessment/interview w/c 12th June 2023. Dates are subject to change.  **Closing Date:** Applications must be submitted by 4.00pm on Friday, 2nd June 2023 to**:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Dolores Higgins** |

**Signed:**

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| **16.5.23** |

**Date:**

**Appendix 1**

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| **Ref No:** | | **Date:** 13th October 2022 | | |  | |

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| **Directorate:** | Finance, Audit and Assurance |
| **Dept:** | Financial Support Services |
| **Job Title:** | **Payroll Manager** |
| **Grade:** | Level 6 |
| **Reports to: Location:** | Payroll and Employee Benefits Manager Housing Centre, Belfast |

**Main Purpose**

To support Shared Service Manager Payments and Payroll and Payroll and Employee Benefits Manager to provide a competent, effective and timely payroll function to the business in line with NIHE Standing Orders, Policies and statutory legislation and employment law.

To contribute to the provision of a modern, professional and responsive service to support NIHE business delivery and our vision and values as outlined below:

**Our Vision**

*”Everyone is able to live in an affordable and decent home, appropriate to their needs, in a safe and attractive place.”*

**Our Values**

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| **MAKING A DIFFERENCE**   * We strive to make people’s lives better * We put our customers first and deliver right first time * We build strong partnerships and share great ideas | **FAIRNESS**   * We treat our customers, staff and partners fairly * We respect diversity * We work in an open and transparent way |
| **PASSION**   * We are professional in all that we do * We strive for excellence * We look for new, creative, better ways to do things | **EXPERTISE**   * We believe in our people * We are constantly learning and developing * We provide strong confident leadership |

**Key Responsibilities**

* + - 1. To manage the day to day activities of the Payroll Team plan, manage and organise the day to day operation, rotating duties as required and deliver professional customer service.
      2. To ensure post holder and Payroll staff is up to date with current legislation, ensuring required training is provided and encouraging professional development.
      3. To ensure records are maintained in line with GDPR, Records Retention Policy and to provide confidence that the correct authorisation of payments, accountability and probity of payroll financial transactions has taken place
      4. To ensure that all payments and the payroll deductions are correctly authorised and processed in an accurate and timely manner, all employees’ benefits are correctly taxed in line with HMRC regulations and that all overpayments are identified and recovery action taken in a timely manner.
      5. To ensure that Payroll Control accounts are reconciled on a monthly basis.
      6. To ensure that all Payroll returns and payments to HMRC, NILGOSC and other bodies are made in a timely fashion.
      7. To ensure that staff queries are addressed and resolved in a timely manner reflecting the high level of customer service expected from Payroll Staff.
      8. To ensure that all relevant procedures are documented and adhered to by all staff and develop, monitor and implement quality processes within the Payroll Team.
      9. To provide statistical information in respect of payroll transactions to allow for identification and resolution of issues impacting on service.
      10. To be responsible for the Travel and Subsistence payments ensuring that HMRC regulations and internal policy are adhere to and ensure that processes are in place to answer queries in relation to Travel and Subsistence and to quality assure the claims process.
      11. To oversee payroll relevant systems upgrades, design testing scripts and ensure testing is completes. .
      12. In conjunction with Payroll and Employee Benefits Manager ensure the delivery of the section’s objectives and the department’s Business Plan.

**General**

* + - 1. To provide a high level of internal and external customer service including taking ownership of customer queries and complaints and following issues through to completion, while ensuring timely escalation to the Payroll and Employee Benefits Manager, when required.
      2. To ensure continued and effective working relationships with key internal and external stakeholders.
      3. To ensure the range of services and activities undertaken by the Payroll Team are developed to incorporate best practice and legislation.
      4. To undertake the duties in such a way as to enhance and protect the reputation and public profile of NIHE.
      5. To comply with and enforce all NIHE policies and procedures, including but not limited to those relating to legal requirements such as equality, health and safety and information governance.
      6. To keep up to date with latest developments, best practice and legislation relating to payroll.
      7. To undertake any other duties which may be assigned to meet organisational need and the change agenda and which are reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined.
      8. To support Payroll and Employee Benefits Manager in payroll related projects
      9. To review payroll system, processes and suggest and assist with design and change implementation.

*Note: This summary of responsibilities and personal duties is not intended to be exhaustive. This role will develop and change in line with strategic corporate programmes and projects.*