# 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

|  |
| --- |
| **Payroll and Employee Benefits Manager** – Level 7The Payroll and Employee Benefits Manager will support the support Shared Service Manager Payments and Payroll 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 which managing a team.This is fantastic opportunity for suitably qualified individuals with experience of managing a payroll function to join NIHE during an exciting time as we transition to a new HR/Payroll system. |

 Main objectives of the opportunity

|  |
| --- |
| **Key Responsibilities**1. Plan, manage and organise the day to day operation of the Payroll section to ensure all transactions are processed within organisational timescales and procedures.
2. Be fully conversant with all aspects of payroll and ensure that there are sufficient staff trained in all tasks to ensure that any staff absences will not impact on delivery of the payroll service.
3. Direct and guide staff to reconcile and effectively control the Payroll related accounts within the General Ledger on a monthly basis.
4. Ensure that all deductions, both statutory and non-statutory are accurately deducted from salary and paid in a timely manner. Control, monitor and authorise the transfer of funds, advising Financial Planning of funding requirements.
5. In conjunction with HR, ensure that sound procedures exist for new starts and leavers minimising under/over payments. Ensure that all overpayments are identified and Accounts Receivable notified in a timely manner.
6. Actively participate in the development, enhancement and/or replacement of the Payroll & Expenses systems, liaising with other divisions as required.
7. Ensure that all Payroll returns to Inland Revenue, NILGOSC and other bodies are made in a timely fashion.
8. Ensure records are maintained to provide confidence that the correct authorisation of payments, accountability and probity of Payroll financial transactions has taken place.
9. Ensure that all HMRC employment related requirements are met including PSA’s, P11D’s, salary sacrifice schemes.
10. Ensure that appropriate controls are in operation to ensure that Travel claims paid meet all policy, taxation and financial control requirements.
11. Ensure that payments for staff agencies are processed in a timely and accurate manner,
12. Provide year end information to Financial Accounting as required.
13. Ensure that staff queries are addressed and resolved in a timely manner reflecting the high level of customer service expected from Payroll Staff.
14. Identify business improvements with the aim of enhancing the performance of the section.
15. Ensure that all relevant procedures are documented.
16. Develop KPI’s for the section and a system for monitoring them, including a monthly report to the Shared Services Manager & the Assistant Director – Financial Support Services.
17. Represent the Finance division on internal committees and working groups, and external groups, as assigned by the Shared Services Manager.
18. Deputise for the Payments Manager / Income Managers as required.
19. Maintain effective systems to fulfil the requirements of legislation, accounting standards, Board policy and financial control. This will involve reaction to, and anticipation of, changes in legislation and policy.
20. Manage section staff and provide suitable arrangements for training, motivation, and discipline and performance assessment.
21. Assist with ad hoc investigations and reports, while ensuring that regular reports are produced and circulated in a timely manner.
22. Ensure that appropriate risk management, business continuity, business contingency and system security documentation is in place for relevant area of responsibility.
23. Such other duties as may arise from time to time and are identified by the Shared Services Manager.
24. Specify and/or develop reports as required. (Reporting tool currently BO Webi)

The full job description has been included in Appendix 1. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| **Essential**Applicants must provide evidence by the closing date for application that they meet the following essential criteria: 1. a) Possess a recognised qualification in UK payroll accredited by the Chartered Institute of Payroll Professionals, relevant degree or equivalent and a have a minimum of three years managing a Payroll function

 Or1. Can demonstrate a minimum of five years’ experience managing a Payroll function.
2. Demonstrate experience of;
3. Technical payroll skills including sound knowledge of gross-to-net calculations, PAYE, National Insurance, SMP, SPP, SSP etc and up-to-date legislation knowledge.
4. Book-keeping skills and knowledge of accounting techniques
5. PSA’s, P11D’s, Salary Sacrifice schemes, HMRC Expenses taxation & exemptions.
6. Computerised payroll systems and the use of MS Office, especially Excel.
7. Working as part of a structured team with good interpersonal skills to interact with staff at all levels.
 |

**4. Personnel: Please state below**

 Who will the individual report to?

|  |
| --- |
| Shared Service Manager Payments and Payroll (Level 8) |

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

|  |
| --- |
| Shared Service Manager Payments and Payroll (Level 8) |

**5. Transfer of learning**

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

 individual and their organisation.

|  |
| --- |
| 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.

|  |
| --- |
| **Start Date**: 1 July 2023 (or as soon as possible)**Duration**: 1 year secondment with possible extension**Location**: The Housing Centre2 Adelaide StreetBelfast BT2 8PB**Salary**: The salary scale for this Level 7 post is £36,298 - £46,549 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** **For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

|  |
| --- |
| **Dolores Higgins** |

**Signed:**

|  |
| --- |
| **16.5.23** |

**Date:**

**Appendix 1**

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

|  |  |
| --- | --- |
| **Directorate:** | Finance, Audit and Assurance |
| **Dept:** | Financial Support Services |
| **Job Title:** | **Payroll and Employee Benefits Manager** |
| **Grade:** | Level 7 |
| **Reports to: Location:** | Shared Service Manager Payments and PayrollHousing Centre, Belfast |

**Main Purpose**

To support Shared Service Manager Payments and Payroll 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**

|  |  |
| --- | --- |
| **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. Plan, manage and organise the day to day operation of the Payroll section to ensure all transactions are processed within organisational timescales and procedures.
2. Be fully conversant with all aspects of payroll and ensure that there are sufficient staff trained in all tasks to ensure that any staff absences will not impact on delivery of the payroll service.
3. Direct and guide staff to reconcile and effectively control the Payroll related accounts within the General Ledger on a monthly basis.
4. Ensure that all deductions, both statutory and non-statutory are accurately deducted from salary and paid in a timely manner. Control, monitor and authorise the transfer of funds, advising Financial Planning of funding requirements.
5. In conjunction with HR, ensure that sound procedures exist for new starts and leavers minimising under/over payments. Ensure that all overpayments are identified and Accounts Receivable notified in a timely manner.
6. Actively participate in the development, enhancement and/or replacement of the Payroll & Expenses systems, liaising with other divisions as required.
7. Ensure that all Payroll returns to Inland Revenue, NILGOSC and other bodies are made in a timely fashion.
8. Ensure records are maintained to provide confidence that the correct authorisation of payments, accountability and probity of Payroll financial transactions has taken place.
9. Ensure that all HMRC employment related requirements are met including PSA’s, P11D’s, salary sacrifice schemes.
10. Ensure that appropriate controls are in operation to ensure that Travel claims paid meet all policy, taxation and financial control requirements.
11. Ensure that payments for staff agencies are processed in a timely and accurate manner,
12. Provide year end information to Financial Accounting as required.
13. Ensure that staff queries are addressed and resolved in a timely manner reflecting the high level of customer service expected from Payroll Staff.
14. Identify business improvements with the aim of enhancing the performance of the section.
15. Ensure that all relevant procedures are documented.
16. Develop KPI’s for the section and a system for monitoring them, including a monthly report to the Shared Services Manager & the Assistant Director – Financial Support Services.
17. Represent the Finance division on internal committees and working groups, and external groups, as assigned by the Shared Services Manager.
18. Deputise for the Payments Manager / Income Managers as required.
19. Maintain effective systems to fulfil the requirements of legislation, accounting standards, Board policy and financial control. This will involve reaction to, and anticipation of, changes in legislation and policy.
20. Manage section staff and provide suitable arrangements for training, motivation, and discipline and performance assessment.
21. Assist with ad hoc investigations and reports, while ensuring that regular reports are produced and circulated in a timely manner.
22. Ensure that appropriate risk management, business continuity, business contingency and system security documentation is in place for relevant area of responsibility.
23. Such other duties as may arise from time to time and are identified by the Shared Services Manager.
24. Specify and/or develop reports as required. (Reporting tool currently BO Webi)

*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.*