BUFDG Payroll & Employment Taxes Specialist

Job Description

We are…

The British Universities Finance Directors Group (BUFDG) is the representative body for higher education finance staff in the United Kingdom. Our members are the Directors of Finance and Chief Financial Officers (and their staff) of almost all UK higher education institutions.

We are looking for…

A people person who is also a great communicator and someone who is keen to build and develop a network of colleagues working in Finance and/or HR to assist our members on issues relating to employment taxes, expenses, global mobility and other payroll issues.

Because you will need to…

* Develop and maintain positive engagement with members, building effective relationships and networks as appropriate.
* Develop relationships with advisors and other bodies working in the area of people taxes and payroll in order to develop useful resources, training and updates for members.
* Use excellent communication skills both written and verbal to develop project plans and communication plans.
* Produce news articles, reports and maintain a suite of web pages writing clear, concise, correct English requiring little editorial input.
* Scan the BUFDG discussion boards, and reply to postings when appropriate, using the postings as a springboard to other work that may be in demand by the membership.
* Chair webinars and online events as appropriate.
* Support the national and regional Payroll & Expenses Groups.
* Report to the Tax Group at and between their meetings and work closely with other members of the BUFDG team.
* Identify training needs across the sector and provide and present training or arrange external providers of training
* Build partnerships across the sector.
* Liaise and build relationships with HMRC by maintaining regular communications, attending meetings and responding to consultations etc.
* Identify other areas of support required for employment taxes, pensions and payroll across the sector and take appropriate action to meet those needs.

You need to be…

Technically experienced in payroll, expenses and other employment tax issues.

Because you will need to…

* Use your professional knowledge and expertise to identify issues that may affect HEIs
* Represent the HE sector at meetings with advisers and HMRC
* Be credible when negotiating with and conversing with other professionals
* (If you also have any experience or an awareness of global mobility issues and operational pensions issues, even better. More important than this additional experience though is a willingness to expand your knowledge and network to help members get the right information and find the right solutions.)

Someone with ideas but also someone with initiative who can be resourceful in implementing these ideas

Because you will need to…

* Suggest new ways to improve the support for colleagues working in this area of Finance/HR, using the most appropriate tools and technology
* Work with other BUFDG and PHES colleagues to analyse and interpret website user data
* Show your project management skills to deliver projects with minimal supervision

A great team player who is happy working in a small team and willing to share ideas. But you will also need to be a self-starter to get the job done.

Because you will need to…

* Display excellent organisational skills, to work on your projects and be a partner in others
* Have a flexible approach to team working - on occasions, there will be a need to work outside normal office hours, for example when organising or attending conferences
* Have extensive working knowledge of standard office IT products
* Have a persuasive and diplomatic manner. Although an inclusive and conciliatory manner is needed to work in a diverse membership organisation and a small team, the post-holder must have the strength of character and skill to confront under-performance of any project participant at an early stage and in a constructive manner.
* Commit to observing the Organisation’s Equal Opportunities Policy at all times.

You need to have…

* An enquiring mind to ask the right questions, follow up on suggestions and questions from members, and explore areas related to payroll and employment taxes that you might not be particularly familiar with
* Drive to find out what our members working in payroll and employment taxes need and develop the role to fulfil those needs
* Ability, attitude and a flexible approach to get things done yourself, as in our small team we have limited administrative support.

You might also have…

* Knowledge of the UK HEI system
* Been educated to degree level or equivalent
* Experience of HEI processes and servicing committees
* Experience of delivering training or a qualification
* Payroll, finance, tax or accountancy qualification
* Experience of working/advising on global mobility issues

We will offer…

* This post is part-time, expected to be around 0.6FTE, with actual working hours flexible. The post can be based at our offices in Loughborough, or home-based.
* A competitive salary at **Grade 8 £39,992 - £53,691 pa** (pro-rata) dependent on qualifications and experience.  We benchmark our salaries to the [University of Sheffield grading structure](http://www.sheffield.ac.uk/hr/thedeal/pay).
* A defined contribution pension scheme with **7.5% employee and 16% employer** contribution rates, together with life insurance.
* **30 days’ holiday** (pro-rata) plus bank holidays and discretionary days’ office closure.
* Support for **CPD** and appropriate training.
* This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.