

Job Title: Payroll & Finance System Implementation Project Lead
Salary: £30,000 - £35,000 (dependent on experience)
Department: Leicester Services Partnership
Contract/Hours: 35 hrs per week – FIXED TERM 6-9 Months

Role Purpose – You will be responsible for leading and managing the implementation of the payroll and accounts system within Leicester Services Partnership (LSP) within a 6-9 month period.

Liaising with the University of Leicester (UoL) finance departments and the Student Union (SU) finance department as required to collate and implement a purpose built, effective system.

Principal Responsibilities

- Create and deliver a structured project work plan with clear milestones
- Working with the LSP Finance Team, UoL Finance Team and SU Finance Team you will lead, manage and oversee all aspects of the building and implementation of the new finance system
- Develop an effective and well-structured end to end system
- Configuration of any material required to commence the project, including the configuration of payroll requirements workbooks, finance system workflows, project plans, governance setup and PowerPoint slide creation
- Set up and manage projects that will develop the initial Payroll implementation
- Define test scenarios to ensure the business requirements can be confirmed as delivered by the Finance, Payroll & HR integrations
- Undertake full end to end testing of the system before 'go live' to ensure all bugs or issues resolved
- Supervise any staff members who assist with the implementation, ensuring no mistakes or errors are made
- Training managers and directors on the system set up
- Create weekly update reports and monthly board papers to track progress, as required
- Submit project status updates as required which ensure that all stakeholders understand project timelines and, deliverables
- Manage all third-party integrations and assist with the decommissioning of legacy systems as they arise

Key Results Areas

- To implement the payroll system on time and within budget.
- To implement the new finance system on time and within budget
- To implement an effective and robust system that is well tested and fit for purpose

Physical Effort

- This is essentially a desk-based role, although visiting various other offices on the main campus or other sites may be required.

Working Conditions

- This role is office-based on a university campus with mainly computer-based work.
- This role may be challenging as requires liaising with three companies in order to achieve the outcome. Strength of character and determination to succeed are much needed personal attributes.

Internal and External Relationships

- Working closely with the Financial Director of LSP
- Regular liaison with the UoL Payroll and Pensions Department, UoL Finance Team, UoL Estates and Campus Services team and SU finance team whilst also interacting with the HR Manager and Director of Finance of LSP.
- External partners, for example, the software manufacturer of the selected packages.
- Departmental Managers and staff

Planning and Organising

- You will be responsible for planning your own work to meet set targets

Qualifications, Knowledge and Experience

Essential

- Prior experience implementing a new Finance, Payroll & ideally HR systems end-to-end
- Project Management of end-to-end Finance/Payroll & HR Systems Implementation projects
- Project planning and delivery - on time, within budget and with strong commercial awareness
- Strong analytical skills and the ability to make recommendations and decisions
- Previous experience in Business / Systems Analysis or Quality Assurance
- Extensive experience with business process mapping methodologies
- Test script development and execution management
- Very good prioritisation skills to balance key priorities
- Timely and effective stakeholder management and engagement to senior level
- Training and liaison with all internal stakeholders for seamless handover
- Proven ability to manage through change and ambiguity Desirable
- MSP qualifications
- Demonstrate a proficiency in working with data, analysing and reconciling data using Microsoft Excel.
- Strong communication skills, with the ability to manage time efficiently to deliver in a time pressured environment
- Experience of working in a fast-paced office environment, consistently being able to deliver on tasks to the highest standard while operating under strict deadlines.

- Highly motivated and driven professional with the ability to deliver projects on time, meeting specified targets and within budget.
- Up to date knowledge of Payroll and Legislations

Desirable

- Experience of working in an environment where shift working is part of the payroll function.
- Experience of working within a University finance setting
- Experience of working with Sage 200 and Sage payroll

Skills, Abilities and Competencies

Essential

- Strong personal resilience.
- Able to plan work so that results are achieved on time and within budget.
- Ability to clearly express ideas and transmit information through various formats.
- Able to maintain effectiveness during this period of change.
- Able to work co-operatively within both the immediate work group and externally, where appropriate.
- Able to deliver effective solutions.
- Able to demonstrate accuracy with a high level of attention to detail
- Effective oral and written skills in order to communicate effectively with staff
- Service focused
- Able to maintain confidentiality
- Great team player
- Ability to work under pressure to tight deadlines
- Analytical and numerate
- Organised and efficient
- Adaptable/flexible

Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff, and identifies LSP as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

Health & Safety

To carry out duties placed on all employees by the “Health and Safety at Work Act” 1974,:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirements of the legislation.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety of welfare in the pursuance of any relevant statutory provisions.
- To attend all mandatory training
- Report any Health and Safety concerns promptly and in line with the company policies and procedures.

General

It is neither practical nor possible to list indefinitely a list of ‘jobs’ this post must undertake, those ‘jobs’ which fall outside of this document but are in line with the role must be carried out and may include other ‘jobs’ deemed suitable by LSP.

This role is for a fixed term contract of between 6 to 9 months.