

Job Description

Job title	Payroll Officer
Directorate	BUSINESS : Business Support
Division	HROC
Range	Range 3
Reports to	Payroll Team Leader

Main purpose of the job:

To provide an accurate and efficient Payroll and Pensions service to all Council Stakeholders. The role covers a range of Payroll and Pension activities, including the entry, review and processing of complex and confidential financial and personnel data relating to pay, benefits and deductions.

To provide professional and robust customer service via a range of communication methods in order to resolve queries in a timely and empathetic manner.

The role is critical to ensuring ongoing integrity of data held within the HRIS environment.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

Enter and update employee information within the appropriate timescales, to ensure that pay is accurate and on time. This information contains but is not limited to;

1. Starters, Leavers and Contractual Changes
2. Processing of salary sacrifice and other benefits
3. Compliance with court ordered deductions from pay
4. Pension scheme processing

Process absence and leave information in line with Council and Statutory policies and procedures. This will include but is not limited to:

1. Statutory parental leave and pay (SMP, SPP, SAP, ShPP, ShPL)
2. Statutory Sick Pay (SSP)

3. Occupational Absence types

Use a variety of software to analyse and interpret system information, to identify potential errors so that these can be resolved within the pay cycle.

Undertake regular CPD to ensure that knowledge of the Payroll and Pensions landscape is up to date, minimising risk of erroneous payments or compliance concerns.

Recognise and record areas of potential risk or fraud so that the department can seek to mitigate or reduce the likelihood of a negative event.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the <Payroll Team Leader>.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

Qualifications

- <5 GCSEs A-C>
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Knowledge

- <Knowledge of pension automatic enrolment rules>
 - <Excel formulae and formatting skills desirable>
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Experience

- <minimum 1 years payroll experience>
 - <LGPS experience an advantage>
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Skills

- Proficient in the use of Microsoft Word, Excel and Outlook