



South Tyneside Council

BUSINESS AND RESOURCES

JOB DESCRIPTION

POST TITLE:	Assistant Payroll Manager
GRADE:	Band 7
RESPONSIBLE TO:	Payroll Manager, HR Services, Business and Resources
RESPONSIBLE FOR:	Assisting with the management of the payroll function, ensuring payrolls are run accurately and on time.

Overall Objectives of the Post:

To oversee the day to day operational activities of the Payroll Team and to ensure the provision of a customer focussed service to the organisation and its customers. This will involve running multiple large, complex, monthly payrolls where varying terms and conditions exist, multiple diverse occupational pension schemes are in operation, and where there is a real focus on accuracy and timely delivery of the payrolls.

The role involves staff management, where the team is responsible for an end to end payroll service. This includes direct liaison with employees, line managers and service areas. Post payroll run activities include reconciliation of RTI and HMRC payments, payment of payroll deductions and foreign payments as required, data extraction and submission of various pension related outputs to occupational pension schemes and other statutory bodies.

The post holder will lead by example, exhibiting patience, diplomacy and attention to detail to ensure the best quality service is delivered. The post holder will deputise for the Payroll Manager in their absence, and contribute both operationally and in delivering relevant strategic initiatives.

Key Tasks of the Post:

1. Deputise for the Payroll Manager.
2. Manage the team's day-to-day work to ensure the effectiveness and efficiency of the payroll service. Allocate resource and workload where required making changes to working practices as appropriate. Undertake the full range of management for the team.
3. Act as the first point of contact for the team in resolving operational issues relating to all aspects of the operational activity and the services provided.
4. Develop a team approach to problem solving and developing systems through effective supervision and team meetings.
5. Reconcile month and year end processes which are complex, time consuming and essential to the accurate production of statutory and other returns. To correctly remit monies to HRMC for payments for PAYE, national insurance and other statutory payments.
6. Ensure maintenance of records by the Payroll Team complies with relevant legislation.

7. Monitor and manage the day-to-day progress of monthly payroll cycles and ensure checklists and timetables are adhered to.
8. Provide comprehensive HR and Payroll procedural and process advice across all HR disciplines (eg advice on terms and conditions, pay and allowances, staff absences and entitlements, voluntary and statutory deductions, statutory payments, taxable benefits etc).
9. Assist with the development, documentation and implementation of effective and efficient administrative procedures and identify opportunities for future development.
10. Liaise, plan and consider the implementation of legislative, procedural and system changes and ensure that processes are developed and maintained in this respect.
11. Review and adapt payroll processes where relevant to ensure that the streamlining of these meet the needs of the HR Service. Work with HR peers to improve business processes through constant review and better ways of working.
12. Provide appropriate training to team members and new staff following changes to legislation, system updates and other initiatives.
13. Ensure reconciliations are performed and payments are issued to other external bodies (pension, third party payments, courts Trade Unions etc.) correctly.
14. Strive to eliminate duplication and paper driven processes across the HR and Payroll landscape.
15. Provide a range of management information as required, including people related data and financial information.
16. Incorporate and make better use of payroll reporting facilities within the payroll cycle, and develop exception checking with these tools.
17. Maintain and configure system tables, update pay scales, grades, work-structures, rates and thresholds etc.
18. Develop and maintain professional relationships with HMRC, pension providers Trade Unions etc.
19. Understand and consider the impact of new legislation on payroll, employees and the wider organisation and assist with communication where necessary.
20. Liaise with and provide assistance to finance colleagues with costing queries.
21. Ensure a professional payroll service is delivered to staff and pensioners.
22. Be the first point of contact for payroll team members in the event of complex issues (legislation, system, policy etc.).
23. Represent the payroll team in internal working groups and/or committees and in external professional groups.
24. Assist the Payroll Manager and HR Operations Manager to ensure that audit requirements are met within required timescales.
25. Responsible for the provision of accurate and timely information when requested in relation to statutory returns, audit requirements and any other requests from internal or external bodies.
26. Ensure that accurate records are kept in accordance with the principles of data protection and specifically to our obligations under GDPR.
27. Work with minimum supervision, using own initiative with ability to manage and prioritise workload.
28. Undertake any payroll duties as required and carry out any ad hoc assignments, as required by the Payroll Manager.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: JW/CL

Date: 5.07.19