

Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b> Payroll Administrator		<b>Director/Service/Sector</b> Finance Directorate/ Transactional Services/ Employee Services		<b>Office Use</b>
<b>Band:</b> 4		<b>Workplace:</b>		<b>JE ref:</b> 356 <b>HRMS ref:</b>
<b>Responsible to:</b> Payroll Team Leader		<b>Date:</b> April 2018	<b>Manager Level:</b>	
<b>Job Purpose:</b> To prepare, input and process data to ensure the accurate payment of salaries and wages in accordance with agreed timescales and defined procedures.				
<b>Resources</b>		Staff	None – some training of new employee	
		Finance	None – accounting for considerable or large sums of money	
		Physical	Office equipment	
		Clients	Service managers, employees of the Council	
<b>Duties and key result areas:</b>				
<ol style="list-style-type: none"> <li>1. Undertake complex payroll checking, coding and calculations and information processing activities in order to ensure accuracy in the payment of employee salaries and the maintenance of financial and operational systems.</li> <li>2. Respond to all employee and HMRC requests relating to salary queries.</li> <li>3. Production of correspondence relating to employees probationary and induction periods, maternity leave provisions, mortgage enquiries and other staffing and salary related matters. Monitor and review casual and temporary / fixed term appointments to ensure that minimum statutory and policy requirements are being met.</li> <li>4. Responsible for the day-to-day administration of pension schemes ensuring that new and existing customers' policies are accurately maintained and serviced.</li> <li>5. Operate and maintain schedules, records and systems for work areas for which responsible to ensure processes are carried out effectively and efficiently.</li> <li>6. Respond to non routine and complex enquiries, both oral and/or in writing from a wide range of contacts, using judgement in forming responses so that advice on the area of work dealt with by Payroll is consistently given in accordance with agreed policies and statutory legislation and within defined procedures.</li> <li>7. Prepare statistical and financial information from systems, and collate and present information for use of senior staff for operational management and policy development purposes.</li> <li>8. Monitor the operation of processes and advise on improvements in the job holder's specific work area, so as to contribute to the achievement of the Employee Service objectives.</li> <li>9. Ensure that all communication channels (upwards/downwards/lateral) are fully utilised in order to ensure that uncertainty is removed and services are delivered effectively.</li> <li>10. Instruct and train new staff in order to ensure that they are competent to undertake the required tasks commensurate with the principle responsibilities of their jobs and that the day to day work of the Payroll Team is progressed according to agreed timescales, and that problems are identified and addressed and escalated when necessary.</li> </ol>				
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
<b>Work Arrangements</b>				
Transport requirements:		None		
Working patterns:		Flexible		

Working conditions:

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**PERSON SPECIFICATION**

<b>Post Title:</b> Payroll Administrator	<b>Director/Service/Sector</b> Finance Directorate/ Transactional Services/ Employee Services	<b>Ref:</b> 356
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>● Educated to NVQ Level 2 standard or equivalent.</li> <li>● Good general level of education (GCSE at grade C for example) demonstrating numeracy and literacy</li> </ul>	<ul style="list-style-type: none"> <li>● Educated to NVQ Level 3 standard or equivalent</li> <li>● Relevant supervisory qualification or recognised training.</li> <li>● CIPP qualified or Equivalent</li> </ul>	
<b>Experience</b>		
<p>It is likely that the following range and depth of experience will require recent and relevant experience in a customer support role in a personnel or payroll setting.</p> <ul style="list-style-type: none"> <li>● Experience of working on a market leading integrated HR and Payroll ICT system</li> <li>● Evidence of working in a customer orientated service area.</li> <li>● Experience of working with ICT systems.</li> <li>● Experience of providing conditions of Service, recruitment and Payroll advice and support to managers and employees.</li> <li>● Experience of supporting change and revised procedures resulting from legislative and other changes</li> </ul>	<ul style="list-style-type: none"> <li>● Experience in a local authority and or payroll setting, preferably involving direct contact with a wide range of customers including schools.</li> <li>● Experience of working on Oracle E-Business HR and Payroll Modules</li> </ul>	
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>● Knowledge in one or more key areas such as in Payroll, employee group conditions of service, , Data Protection and Freedom of Information Acts, and customer service delivery.</li> <li>● A high degree of numeracy.</li> <li>● Good working knowledge of personnel, Payroll and staffing related policies, administrative practices and procedures.</li> <li>● Well developed team working skills</li> <li>● Good communication and presentation skills.</li> <li>● Analytical and problem solving skills.</li> </ul>		
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>● Ability to organise and prioritise workloads and work under pressure and to deadlines and conflicting demands</li> <li>● Able to deal confidently with a full range of requests and respond in a mature and courteous manner in sometimes difficult situations</li> <li>● Ability to work to a strict timetable and to a high level of accuracy</li> </ul>		
<b>Other</b>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits