



Job profile

Payroll Clerk

Grade B/C

Group: Resources and Digital

Service: Financial Management

Location: Civic Centre

Line Manager: Financial Services Manager

Car User Status: N/A

Job Purpose

To carry out assigned duties in connection with the Payroll Service.

The key roles of this post will include:

1. To provide general clerical support to ensure an effective and efficient service is provided.
2. To provide a high level of customer service to service users, members of the public and external organisations, via telephone, letter, e mail and in person to ensure an ongoing provision of a high quality service.
3. To update manual and computerised records to ensure a high level of accuracy is maintained and data and reports are produced as and when required.
4. To undertake general financial administration to comply with financial requirements including the handling of petty cash and/or equivalent when required.
5. To carry out assigned duties in relation to the calculation, processing and distribution of salaries, wages, pensions, allowances and deductions.
6. To assist in the administration of the Local Government, Teachers and Police pension Schemes.
7. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Educated to GCSE standard or equivalent. Must have English and Maths at grade C or above.

Experience

- Windows and Microsoft Office.
- Working as part of a team.
- Working to strict deadlines.

Desirable:

Knowledge

- Payroll procedures and requirements.



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences