

 <p><b>Xentrall</b> Shared Services Delivering Excellence for All</p>		<b>JOB DESCRIPTION</b>
<b>Directorate:</b> Xentrall		<b>Service Area:</b> Xentrall HR and Payroll
<b>JOB TITLE: Payroll Officer</b>		
<b>GRADE: H</b>		
<b>REPORTING TO: Team Leader (Payroll)</b>		
<b>1.</b>	<b>JOB SUMMARY:</b>  To be responsible for a range of duties covering payroll and absence activities ensuring payrolls are delivered in a timely and accurate manner.  You will be responsible for ensuring compliance with policies and procedures for a wide range of customers and will therefore need knowledge across the customer base including many customers external to the local authorities that operate on a separate contract and service level agreement basis.  The payrolls are high volume and you will be responsible for end to end processing of monthly payrolls, with multiple pay dates and multiple pay groups.  You will have strong interpersonal skills and the ability to work proactively with a range of internal and external customers. The job involves working to strict deadlines so you should be able to manage conflicting priorities and have excellent time management and customer service skills.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1.	To assist in the preparing of payrolls and associated duties including all 3 <sup>rd</sup> party payment reconciliation and payroll balancing.
	2.	To be responsible for a range of tasks associated with the payment of absence including sickness and leave of absence which will include system processes, error and exception checking and bulk absence update processes within the Payroll System. This will include monitoring employee entitlements and processing half and nil pay letters.
	3.	To be responsible for the calculation of any advances of pay and recording details for management information and recharging purposes.
	4.	To be responsible for checking and processing incoming HMRC notification for tax and updating employee records and also for the monthly processing of outgoing HMRC notifications (EPS/FPS files)
	5.	To be responsible for completing payroll routines within the HR and Payroll system in accordance with the monthly payroll timetable and checklist
	6.	To be responsible for the processing of payroll information including new starters, leavers and variations.
	7.	To be responsible for the processing of any associated payroll reports and circulating to all parties in a timely and secure manner.

8.	To be responsible for processing any 3 <sup>rd</sup> party accident claims, including liaising with employees and their representatives and managers as required.
9.	To assist managers in the calculating of annual leave entitlements.
10.	To be responsible for the checking of payroll data prior to final payroll run and identifying and rectifying any issues found.
11.	To process maternity pay including providing pay forecasts, letters and monitoring.
12.	To be responsible for the monitoring of any temporary pay arrangements and notify managers of renewal requirements and processes.
13.	To assist the Team Leader in the supervision of staff
14.	Identify ongoing system improvements which may be necessary through changes in legislation, processes or customer requirements.
15.	Build effective relationships with external customers and suppliers in order to maintain and develop commercial relationships
16.	Proactively promote the service and identify commercial opportunities for further consideration.
17.	To be responsible for ongoing information governance requirements and maintaining the integrity of the payroll system and associated documentation.
18.	To be responsible for maintaining a high level of customer service to all customers to enhance the image of the service by promoting awareness of services and achievements to maintain relationships and ensure adherence to the highest standard of customer care.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development.

**Customer Services** – The post holder is required to ensure that all customers both internal and external receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)	.....	.....	.....

**Job Description dated 2020**



## PERSON SPECIFICATION

Job Title/Grade		
Directorate / Service Area	<b>Xentrall Shared Services</b>	
Post Ref:		

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>  <b>*Delete as appropriate</b>
Qualifications	<ul style="list-style-type: none"> <li>• Relevant CIPP/CIPD qualification or equivalent level of experience</li> <li>• Numerate with good use of English, written and oral</li> <li>• Demonstrable potential for further development</li> <li>• GCSE's Level A-C Maths, English or equivalent</li> </ul>		*Application form/certificates
Experience	<ul style="list-style-type: none"> <li>• Customer service experience</li> <li>• Use of ICT/Microsoft Packages</li> <li>• Experience of using ResourceLink or similar HR/Payroll systems</li> <li>• HR or Payroll experience</li> <li>• Experience and understanding of local authority and locally agreed terms and conditions of employment including pay and grading</li> <li>• Experience of supervising staff</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a performance management environment</li> </ul>	Application / Interview/references
Knowledge & Skills	<ul style="list-style-type: none"> <li>• Ability to prioritise work and meet deadlines</li> <li>• Ability to communicate and develop excellent working relationships</li> </ul>		Application / Interview/references

	<ul style="list-style-type: none"><li>• Ability to work as part of a team as well as demonstrating own initiative</li><li>• Ability to work effectively towards performance targets</li></ul>		
Specific behaviours relevant to the post	<ul style="list-style-type: none"><li>• Confidentiality and personal integrity</li><li>• Ability to think innovatively and creatively and be willing to accept change</li><li>• Strong team working ethos</li></ul>		Application / Interview
Other requirements			Interview/References

**Person Specification dated            2020**