Control Assistant

Reports to: Payroll & Employee Services Manager
Direct reports: [None]

Evaluation: **458** points
Grade: **N5**
Reference: **AA1054**

Purpose

To assist in maintaining effective controls in respect of payroll function and related areas of work, ensuring that adequate procedures and systems of control are in place. To provide liaison and coordination in the quality assurance, maintenance and production of the payroll.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. Assist with the production of payroll processes ensuring adequate quality controls.

2. Assist with the development, testing, implementation, recording and monitoring of quality assurance procedures across the service. Producing management information and statistics as required.

3. Assist with the induction, support, training and day to day supervision of staff as directed.

4. Promote and develop strong working relationships with all customers and monitor/track support activities to ensure the required quality is achieved.

5. Monitor and act upon changes in statutory legislation, terms and conditions of employment and provide comprehensive advice to managers and stakeholders.

6. Ensure that all payments and returns to statutory bodies, and in respect of voluntary deductions, are actioned appropriately in line with procedural and statutory requirements.

7. Reconcile payroll control accounts and coordinate the collection and distribution of statutory and other documentation to staff by the due date.

8. Be aware of key performance indicators (KPIs) that affect the section and customers and ensure that all work is carried out in a way that contributes towards meeting KPIs and service improvement.

9. To promote and implement our Equality policy in all aspects of your employment.

10. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.