

**Resources**

**Payroll Specialist**

**April 2022**

# Job Description

## Job Details & Role Purpose

<b>Role Title:</b>	<b>Payroll Specialist</b>
<b>Role purpose:</b>	<p>To deliver a complete payroll service for Members, employees (including schools), pensioners and third parties, ensuring all payments are processed in line with published dates.</p> <p>Determine, calculate, and process salary payments, and process in line with financial regulations and statutory requirements. Ensure any irregularities reported and overpayments calculated and processed</p> <p>Compile metrics and period conciliations and submit to Payroll Manager To support the quality assurance processes for the payroll processing function ensuring payments are made as per LB Redbridge policies, checking processes are undertaken and audit requirements are fully met.</p> <p>To actively engage in embedding new ways of working to increase productivity and quality of service provision.</p> <p>To provide advice and guidance on payroll related matters as and when required</p>
<b>Service Area:</b>	Resources Directorate
<b>Function:</b>	Payroll and Pensions
<b>Team:</b>	Pay and Contracts Team
<b>Reports to:</b>	Pay and Contracts Team Leader
<b>Responsible for:</b>	-
<b>Key internal contacts:</b>	Members, Chief Officers, Head Teachers, Senior Managers Functional Unit Managers Service Areas and Schools ICT Finance
<b>Key external contacts:</b>	HMRC, Local Government Authorities, Government Bodies Benchmarking, Networking and User Groups External HR System Suppliers
<b>Grade:</b>	LBR 7
<b>Contract hours/weeks:</b>	36 hours; 52.14 weeks, occasional weekend work
<b>Principle work location:</b>	Lynton House, Ilford.
<b>Financial dimensions:</b>	None
<b>Post number:</b>	

## Key Accountability & Result Areas

Heading	Accountability Statement
<b>Advice, Guidance and Research</b>	<ul style="list-style-type: none"> <li>• To provide specialist advice and guidance on payroll issues in schools and service areas, external customers</li> <li>• To keep abreast of any changes in legislation or policy and understand any changes required</li> <li>• Find solutions to payroll queries and problems using business intelligence</li> <li>• To support the Pay and Contracts Team Leader with implementing any changes required for the service.</li> </ul>
<b>Operational Delivery</b>	<ul style="list-style-type: none"> <li>• To deliver a complete payroll service to employees, Members, Pensioners and any 3<sup>rd</sup> party organisations often working to tight deadlines.</li> <li>• To process payments in line with Statutory and Internal Audit recommendations e.g. SMP, SSP, Redundancies and Compromise Agreements ensuring clear audit trails exist for any payments made.</li> <li>• To undertake the calculation and recovery of overpayments in line with Statutory regulations and LBR policy.</li> <li>• To assist actively with year end processes and annual payroll tasks such as the annual increments.</li> <li>• To carry out tasks in a timely manner ensuring attention to detail and accuracy of input ensuring the integrity of the data held on the system is maintained.</li> <li>• To contribute to various duties required to ensure a full payroll service delivery including the reconciling of payroll reports each month</li> <li>• To undertake the filing of payroll processing related documents and other office management tasks to ensure the effective confidential storage and retrieval of information.</li> <li>• To take part in cross-service project teams to progress service improvements for the payroll service as and when required</li> <li>• To identify changes needed to business processes to increase the effectiveness of service delivery and support change implementation</li> <li>• To ensure that appropriate system audit, housekeeping and data cleansing routines are maintained.</li> <li>• To work collaboratively with other functions and organisations to enhance the quality of the payroll service through networking, project groups and sharing best practice.</li> <li>• To be responsible for self- learning and continuous professional development in the role.</li> </ul>
<b>Performance &amp; Planning</b>	<ul style="list-style-type: none"> <li>• To attend meetings on behalf of the Pay and Contracts Service as and when required</li> <li>• To develop effective working relationships with key customers</li> <li>• To contribute to the quality and effectiveness of the Pay and Contracts Function by working to agreed deadlines and key performance indicators.</li> <li>• To actively maintain monitoring systems for the production of management information to review the performance and productivity of the Payroll Function and staff.</li> <li>• To contribute to the development &amp; implementation of the Functional Unit Plan and HR Service Plan.</li> </ul>

## General accountabilities and responsibilities

<b>Green Statement</b>	Contributing to the achievement of sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) .
<b>Data Protection/ Confidentiality</b>	Undertaking all work in line with Council policy and standards to ensure that services meet legislative requirements and the expectations of the public and maintain a good reputation. Specifically including: <ul style="list-style-type: none"> <li>• Ensuring all information acquired through your employment, both formally and informally, is treated in accordance with Data Protection requirements and Caldicott principles.</li> <li>• Ensuring client records and archive systems are maintained in accordance with departmental procedure, policy and statutory requirements.</li> <li>• Ensuring compliance with the Code of Conduct and practice guidelines, rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures.</li> </ul>
<b>Conduct and Whistleblowing</b>	Assist in the maintenance of high standards of personal conduct, honesty and integrity in line with the requirements of the Code of Conduct and Whistleblowing policies. <ul style="list-style-type: none"> <li>• Employees have a duty to raise any impropriety or breach of procedure to the appropriate level of management.</li> <li>• Employees making disclosures are protected and may make them without recrimination.</li> </ul>
<b>Safer Working</b>	Ensure the safeguarding and promoting the welfare of children, young people and vulnerable adults.
<b>Equalities</b>	Comply with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
<b>Customer Care</b>	Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.  To support a range of communication tailored for schools and service areas through presentations, management reports, newsletters, guidance notes and information sessions as and when required.
<b>Health and Safety</b>	Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
<b>Team Working</b>	To contribute as an effective and collaborative member of the team, to: <ul style="list-style-type: none"> <li>• take responsibility for self-development and participating in development activities.</li> <li>• Participate in the on-going development and monitoring of the service plans.</li> <li>• Support and contribute to value for money, service efficiencies and improvements.</li> </ul>
<b>Flexibility</b>	The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Role Description as required by the line manager, and are broadly within your the grading level and competence.

# Person Specification

<b>Role Title:</b>	<b>Payroll Specialist</b>
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<b>Knowledge &amp; Experience</b>		Method of candidate assessment: Application Form (AF), Test (T), Interview (I) Weighting: 3 = most important, 2 = least important	
		Method	Weight
<b>Mandatory Qualifications</b>			
<b>Educational Ability</b>	<p>IPPM Foundation in Payroll Administration</p> <p>Must have a good working knowledge of tax, national insurance legislation and occupational pension's schemes and be able to calculate a gross to net payment.</p> <p>Must have a working knowledge of Local Government Terms and Conditions of Service including the School's Pay Policy.</p> <p>Technical expertise of different areas of payroll related matters and be able to undertake manual calculations of pay.</p> <p>Strong communication skills including the ability to provide advice and guidance at a good level both orally and in writing.</p> <p>Experience and working knowledge of HR/Payroll systems and databases</p> <p>Good level of IT skills including Microsoft Office products</p> <p>Knowledge and experience of data management issues in relation to DPA and data maintenance</p> <p>Must demonstrate evidence of continuous professional development</p>	AIT	3
<b>Key subject or content areas</b>	<p>Must be able to demonstrate good organisational skills managing a busy workload.</p> <p>Must be able to manage time and prioritise work effectively to deliver against deadlines and key performance indicators</p> <p>Must demonstrate an understanding of the importance of maintaining monitoring information.</p> <p>Must demonstrate good problem solving skills</p> <p>To demonstrate credibility with colleagues and stakeholders at all levels within an organisation</p> <p>Ability to work well in a team environment and supporting colleagues</p>	AI	3
<b>Business Understanding</b>	To show awareness of commercial acumen and how this impacts on service delivery	AI	3
<b>Political Understanding</b>	Good understanding of the role of Local Authorities	AI	2
<b>Analysis and Judgement</b>	Ability to undertake assessments involving others and gathering information from a wide range of sources to minimize risk.	AI	3

Planning and Project Management	Ability to take part in cross-functional project teams to successfully deliver objectives to timescale through a project management approach	AI	2
Team Working and Management	To work within a team to support the team and its objectives.  Acts as a positive role model, promoting the HR Service and being flexible as a member of the HR Team.	AI	3
Technology, Systems & Data/Information Legislation.	To demonstrate understanding of the role of information within a payroll and HR environment.  To have a working knowledge of the Data Protection Act and LBR Information Governance requirements in relation to this role and as an employee of the Council	AIT	3

### **Skills and Ability**

Research Skills			
Partnerships and Relationship Building Skills	Ability to build strong working relationships through formal and informal networks	AI	2
Communication Skills	Good interpersonal and effective communication skills	AI	3
Customer Focus	Ability to understand the needs of customers and to update and adapt products, processes and plans to meet customer requirements	AI	3

### **Role Circumstances & Special Conditions**

	<ul style="list-style-type: none"> <li>Ability to travel to attend user group and specialist meetings at various locations. Occasional weekend working</li> </ul>		