**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** | Payroll Officer | | |
| **Directorate:** | Resources | **Division/Section:** | HR / OD |
| **Grade:** | 4 | **JE Reference:** | 10040 |

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| **Job Purpose** |
| To provide accurate and timely payroll services to our internal and external customers. Complying with terms & conditions of employment and UK Payroll legislation. |
| **Key Tasks** |
| To prepare and process weekly and monthly payroll to both Oldham Council and non-Oldham Council employees in a timely and efficient way.  To perform weekly & monthly pay run process on agreed days & make adjustments as necessary to ensure accurate payments.  To assist Senior Payroll Advisor in ensuring payroll deadlines are met e.g. communicating payroll deadlines to the organisation & making sure payroll work flow matches this.  Proactively assist in improving the service through process improvements and efficiencies.  To perform sickness absence processing including monitoring occupational & statutory sick pay entitlement.  To prepare & process monthly claim forms e.g. overtime & expenses.  To assist with payroll administration including various balancing tasks e.g. PAYE & LGPS contributions.  To assist with year-end processing, including collating taxable benefits paid to employees and performing year end reporting to employee & HMRC.  Support and guide our customers in all matters relating to pay, and conditions or service.  To deputise for Senior Payroll Advisor during periods of absence or whilst performing other duties i.e. make decisions affecting day-to-day administration and processing payroll.  To work with the other members of the HR team to understand the wider HR context and to help to shape the overall HR function to meet the changing customer demands. |

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| **Standard Duties:** | |
| 1. | To actively promote the equalities and diversity agenda in the workplace and in service delivery. |
| 2. | To uphold and implement policies and procedures of the Council, including customer care, data protection, finance, ICT, safeguarding and health & safety policies. |
| 3. | To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda. |
| 4. | To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role. |
| 5. | Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:**  Colleagues within own team, and all employees/managers across the business who use our payroll service.  Third Parties – HMRC, Voluntary payroll deductions |

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| Relationship To Other Posts In The Department: | |
| **Responsible to:** | Payroll Manager |
| **Responsible for:** | N/A |

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| **Special Conditions:**  None |

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| **Values and Behaviours:** |
| We have a clear set of values that outline how we do business. We share these Borough-wide with our residents, partners and businesses:   * **Fairness -**We will champion fairness and equality of opportunity and ensure working together brings mutual benefits and the greatest possible added value. We will enable everyone to be involved. * **Openness -**We will be open and honest in our actions and communications. We will take decisions in a transparent way and at the most local level possible. * **Responsibility -**We take responsibility for, and answer to our actions. We will encourage people to take responsibility for themselves and their actions. Mutual benefits go hand-in-hand with mutual obligations. * **Working together -**We will work together and support each other in achieving common goals, making sure the environment is in place for self-help. * **Accountability -**We recognise and act upon the impact of our actions on others and hold ourselves accountable to our stakeholders. * **Respect -**We recognise and welcome different views and treat each other with dignity and respect. * **Democracy -**We believe and act within the principles of democracy and promote these across the borough. |
| Internally we’ve translated these values into five Co-operative behaviours which outline the priority areas of focus for staff at all levels.   * Work with a Resident Focus * Support Local Leaders * Committed to the Borough * Take Ownership and Drive Change * Deliver High Performance   More information around our Values and Behaviours can be found on our Greater.Jobs pages. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 19/1/2023 | Louis Heartfield | Payroll Consultant |
| **Reviewed** | 25/1/2023 | Louis Heartfield | Payroll Consultant |
| **Reviewed** |  |  |  |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title:** Payroll Officer

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| Education & Qualifications | Maths & English GCSE at grades A-C or equivalent  **or**  CIPP, NVQ Level 3 (Foundation in Pensions or Payroll Administration) or a willingness to achieve within 18 months |  | AF  AF |
| **Experience** | Experience in the use of HR/Payroll/Absence Management ICT systems to prepare and process payroll, including handling large volumes of data.  Experience of providing and processing monthly PAYE & Pension reporting & balancing  Experience and the ability to suggest and undertake new ways of working  Experience of using Microsoft packages including Word/Excel/ Outlook to compile emails, reports and spreadsheets.  Experience of resolving complex payroll queries. | Experience of Local Govt T’s & C’s  Experience of using MHR I-Trent  Experience of SQL/relational Databases | AF / I  AF / I  AF / I  AF / I  AF / I |
| **Skills & Abilities** | Ability to prioritise and make decisions which directly affect service provision  Ability to communicate effectively and clearly (oral and written).  Ability to work collaboratively building trust and confidence.  Proven ability in contributing effectively as part of a team,  Ability to work well under pressure and an ability to set realistic deadlines |  | AF / I  AF / I  AF / I  AF / I  AF / I |
| **Knowledge** | Knowledge and understanding of legislation affecting payment of salaries and provision of benefits.  Knowledge of the Local Government Pension Scheme employer responsibilities.  Knowledge of data protection issues and the need to keep personal data secure and confidential |  | AF / I  AF / I  AF / I |
| Work Circumstances | Required to be flexible with working hours around payroll deadlines.  Ability to work in a very busy/pressurised ever changing environment. |  | I  I |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

**NB. - Any candidate that meets the criteria of our Guaranteed Assessment Scheme and meets the essential criteria of the role, will be guaranteed the first stage of assessment (whether that is an interview or another assessment, as appropriate).**

**Our Guaranteed Assessment Scheme supports candidates with disabilities, those who are aged 24 or under and have previously been in or currently in care, those that are carers, and those who have served in the Armed Forces as a regular, reserve or cadet.**