

ROCHDALE BOROUGH COUNCIL

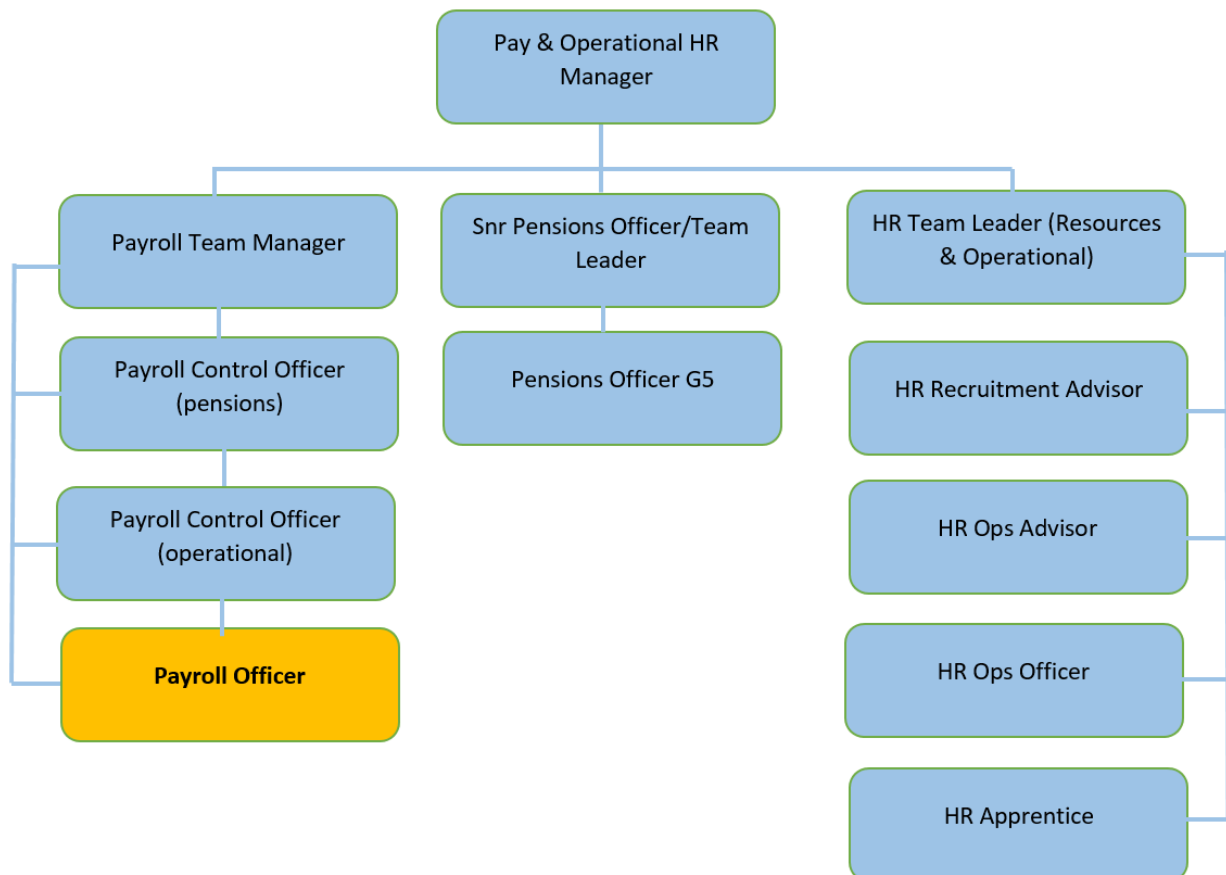
JOB DESCRIPTION

DIRECTORATE: Resources
SERVICE: HUMAN RESOURCES
LOCATION: Number One Riverside
JOB TITLE: Payroll Officer
Grade: Grade 4
Accountable to: Payroll Team Manager
Accountable for: None
Hours of Duty: 37 hours per week to be worked 7.24 hours Monday to Friday, within the provisions of the work life balance scheme

Any Special Conditions of Service: The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R M B C.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

To undertake accurate processing of salaries, wages and allowances for Council employees and client groups. To ensure that all payments are calculated and maintained in a manner that complies with all the appropriate regulations, and in accordance with agreed timescales and deadlines. The Service is to be provided in accordance with the employer's terms and conditions as provided. To ensure that all statutory and legislative requirements comply with appropriate current legislation and takes account of emerging legislation using the most up to date methods and ensure data is held in a confidential and secure environment for payroll, pension and operational HR processing which complies with the appropriate data security policies.

To ensure that the payroll service provided complies with statutory, performance management and the Councils financial frameworks.

Control of Resources

Personnel

To be responsible for own direction, motivation and support

Financial

To work in accordance with the Financial Regulations and procedures of the Authority

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder and any staff assigned to the postholder

Personnel

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

- Internal** :
- Colleagues within the payroll, pensions and HR Operational teams
 - Senior Management within HR
 - Staff and managers within other Council services
 - Trade Union representatives
 - Headteachers

- External** :
- Staff of other local authorities
 - Government Departments (E.G Inland Revenue) and Public Service Agencies
 - Anybody for which the team provides a contracted service
 - Banks and building societies, or any body for which the employee gives the authority permission to divulge information
 - Client groups
 - Members of School Governing Bodied

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Proud
- Passionate
- Pioneering & Open

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

General

1. Under the general direction of the team Leader to deal with the allocation of work, set objectives, determine priorities and ensure that deadlines are met, within the areas of work assigned to the postholder.
2. To operate in accordance with the principles of General Data Protection Regulations and the Data Protection Act 2018.
3. To deal with client/customer enquiries or requests for service in an efficient and courteous manner in accordance with the Council's customer care standards.
4. To liaise as appropriate with relevant agencies/organisations in relation to the duties of the post.
5. To assist in the compilation of statistical enquiries on behalf of the service.
6. To carry out ad hoc assignments/project work relating to the work of the service.
7. To support and contribute to a continuous review of administrative processes and procedures and contribute to the re-design of processes and procedures

8. To ensure that performance standards, targets and deadlines are achieved and work is carried out with a commitment to continuous improvement.
9. To work flexibly within the HR & Payroll Service, responding to service demands and priorities as appropriate.
10. To ensure that all payments made are in accordance with National/Local Conditions of Service and statutory regulations.
11. To respond to employee verbal and/or written enquiries in respect of employment contracts, terms and conditions, pay/PAYE/NI/Pension and any other matters that are consistent with the contract of employment or payment of salaries/wages.
12. To be responsible for the maintenance of manual and computerised systems relevant to the work of the postholder.
13. To ensure that all records are correct and up-to-date.
14. Follow audit compliance and audit all work which affects employment contracts and contractual pay.
15. To be responsible for undertaking a range of the following duties relevant to the experience/expertise of the post-holder as directed, **including but not exclusive to:**
 - Data inputting - car mileage claims, timesheet/overtime data, bank details, etc.
 - Maintain all relevant data in relation to personal and contractual data.
 - Apply statutory conditions and deductions.
 - For external clients, set up new employees to ensure correct payment of salaries and amend contract details and recalculate as appropriate.
 - Verification and calculation of payments in respect of: overtime/call out; shift/night allowances; holiday pay, child care vouchers and other such payment and deductions.
 - Manual calculations of pay as they affect starters/leavers, and adjustments to pay as required.
 - Maintain a record of overpayments and recovery schedules.
 - Maintain all relevant data in relation to personal and contractual information which will include monthly reporting of temporary arrangements that are due for review to managers – honorarium and substitution.
 - Maintenance of employee records on the appropriate Document Management System.
 - Knowledge and application of National/Local Conditions of Service and occupational schemes. Verification and calculation and payments.
 - Knowledge and application of statutory regulations as they apply to PAYE, NI, SSP, SMP, SPP
 - Carrying out adjustments to current pay records.
 - Manage employee benefit schemes.
 - Manage absence inputs and outputs.
 - To distribute and collect data from spreadsheets.
 - Checking variance reports and retrospections (pay/deductions).
 - Manage the running of payrolls from start to finish which includes but is not limited to running the full gross to net process as required, running all payroll output reports and balance to net pay and producing the bacs file as per schedule.
 - Accurately populate the disbursement sheets, e.g. HMRC, 3rd parties, etc. Identify and investigate any imbalances.
 - Change employee pension banding as appropriate for external clients.

- Manage the notification of pension starters, leavers to each scheme
- Assist with the provision of TUPE information as required.
- Dealing with 3rd party claims arising from injury including calculations of pay, liaison with solicitors and processing of monies received.
- Prepare data on a quarterly basis to assist with the recharge for external clients
- Creating and maintaining posts and positions on the HR & Payroll system for external clients
- Provide advice and guidance to managers and customers on a range of payroll related activities.
- Year-end calculations for new starters, late leavers and maternity.
- Auto-enrol employees into the appropriate pension scheme for external clients.
- Facilitate the P11D process at year-end which includes extracting data, writing to clients and collating information.
- Deal with Jury Service which includes providing loss of earnings, recording information and writing to employees.
- Audit all input to the HR and payroll system which impacts on pay to ensure correct payment of salaries.
- Routine administration duties - scanning, telephone/written enquiries.

Secondary Duties

1. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
2. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Head of Service (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
3. To maintain good working relationships with other services, outside agencies, and contracted bodies within the areas of work assigned to the postholder.
4. To keep abreast of developments and current legislation in so far as it affects the work of the postholder and the policies and practices of the team.
5. To provide pensionable pay for the calculation of pensions, redundancy and compensation as required.
6. To attend and contribute to meetings as required
7. To support and participate in joint working across the service as required

Job Description prepared by :	Date :
Agreed by Postholder :	Date :
Supervisor :	Date :
Head of Service :	Date :