ROSSENDALE BOROUGH COUNCIL

Role Description

Post Title: Payroll and Systems Officer

Grade: Grade 6

Post No: KA1034

Department: People and Policy

Reports to: HR Manager

Responsible for: None

Purpose of role

Deliver an accurate, timely and customer-focused payroll and pension administration service for the Council and any partner organisations. Maintain and develop the Council's integrated HR and payroll information systems, ensuring secure, reliable data, statutory compliance and effective management reporting. Provide specialist payroll, pensions and systems advice to managers, employees and colleagues in support of the Council's priorities.

Responsibilities

- Manage and process monthly payrolls accurately and to agreed deadlines, including pay changes, statutory and contractual deductions and payments to third parties.
- Administer payroll and pension processes in accordance with legislation, relevant terms and conditions, internal policies and contractual obligations.
- Complete payroll reconciliations, payment controls, HMRC submissions, year-end processes, pension returns and other statutory reporting as required.
- Act as a key contact for pension administration, including automatic enrolment, pension estimates and communication of relevant changes to staff and managers.
- Act as system administrator and security lead for the Council's HR and payroll information system, maintaining appropriate access controls and data quality.
- Maintain, support and develop HR, payroll, training and time-and-attendance system functions, identifying and implementing agreed improvements.
- Produce accurate management information, statistical returns and reports, using payroll and HR data to support service planning and decision-making.

- Provide clear guidance, training and support to managers and employees on payroll, pensions, HR systems and relevant conditions of service.
- Review and improve payroll and systems procedures, maintain user guidance and support quality assurance, audit and compliance activity.
- Maintain confidential and accurate records in accordance with current data protection requirements, information security policies and retention schedules.
- Monitor changes to payroll, employment and pension legislation and support implementation of necessary process and policy changes.
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Other Duties

- Support Local Government Reorganisation (LGR) by providing accurate payroll, pension and HR data, reports and systems support to facilitate effective planning and transition arrangements.
- Work collaboratively with Finance, HR, managers, employees, trade unions, Rossendale Leisure Trust and external partners; undertake other duties commensurate with the grade

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Generic responsibilities

• To contribute to ensuring the function's business targets are met, in accordance with best practice, to agreed specification, and with full compliance with health, safety, professional standards, statutory and other relevant legislation.
• To work collaboratively with Council colleagues as and when required.
• Behave in accordance with the Council's Constitution and Code of Conduct.
• To comply with the Council's Policies.
• To undertake continuous professional development and training as required, in order to achieve and maintain the competencies required for this role.

General Statement

The information contained in this job description is provided to assist employees joining the council to understand and appreciate the work content of their post and the role they will play in the organisation. However, the following point should be noted:

- Whilst every endeavour has been made to outline the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail.

Person Specification

Post Title: **Payroll and Systems Officer**

Post Number**: KA1034**

Experience	E=Essential D=Desirable	Identified by
Experience of managing and processing payroll using payroll software, with demonstrable accuracy and control of deadlines	E	Application & Interview
Experience of administering or maintaining HR/payroll systems, including data quality, security, reporting and user support	E	Application & Interview
Experience of working in the public sector, particularly local government	D	Application & Interview
Experience of using Frontier iChris integrated HR and payroll software	D	Application & Interview
Experience of pension administration, particularly the Local Government Pension Scheme (LGPS) and automatic enrolment	D	Application & Interview
Experience of developing integrated HR/payroll systems, producing statutory returns or supporting payroll audits	D	Application & Interview
Knowledge	E=Essential D=Desirable	Identified by
Knowledge of PAYE, National Insurance, statutory payments and other legislation affecting payroll, and ability to interpret and apply policy and guidance	E	Application & Interview
Knowledge of local government terms and conditions of service and their impact on payroll and HR processes	D	Application & Interview
Skills and Abilities	E=Essential D=Desirable	Identified by
Strong IT skills, including Microsoft Office, and ability to analyse payroll and financial data and produce clear management information.	E	Application & Interview
Excellent written and verbal communication skills, with the ability to explain technical information to different audiences	E	Application & Interview
Ability to prioritise competing demands, work independently and collaboratively, maintain confidentiality and deliver a high standard of customer service	E	Application & Interview
Qualifications	E=Essential D=Desirable	Identified by
Educated to Level 2 or equivalent	E	Application
Membership of the Chartered Institute of Payroll Professionals (CIPP), or relevant experience and willingness to work towards membership.	E	Application
Other Circumstances	E=Essential D=Desirable	Identified by
Commitment to equality, inclusion, continuous professional development and the Council's values and behaviours.	E	Application
General understanding of employees' responsibilities in terms of Health and Safety at work.	E	Application
A commitment to developing and maintaining high levels of customer service in accordance with the Council's Customer Service Standards	E	Application
Regular and Reliable Service	E	Application