

JOB SUMMARY

Post Title	<i>Trainee Payroll Officer</i>						
Job Family	<i>Business Support</i>	Pay Range	6	Line Manager to others?	No	Role profile ref	<i>BS04</i>
Service Area	<i>Payments Team (Corporate Services)</i>						
Line Manager	<i>Payments Team Leader</i>						
Location	<i>Westridge, Ryde / County Hall, Newport/ Agile</i>						

Job Purpose:

The Payroll Officer role is essential to the successful processing of the monthly staff payroll. The position involves collecting, validating and processing a large volume of information from both internal and external sources to ensure the smooth running of the payroll. Manual calculations of pay, understanding of local Terms and Conditions and national statutory pay regulations help to inform testing processes and expected pay outcomes. This role is essential in ensuring the correct payment of salary and statutory and voluntary deductions.

- Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)**
- To be responsible for all complex pay input and running of the monthly staff payroll.
 - Ensure that working knowledge and understanding of Terms and Condition of Pay and Statutory payment schemes is kept up to date in-line with national legislation and local changes.
 - Provide advice to managers on complicated technical matters such as impact of salary sacrifice schemes, Maternity/ Paternity and Shared Parental Leave.
 - Support training programmes for junior members of staff in-line with set training plans.
 - Assist the Payroll Team Leader in monitoring and reporting on information held in the bespoke Payroll systems. Including assistance with monthly financial returns.
 - Work with the Payroll Team Leader to deliver continuous improvements to the service, work with internal and external customers to streamline best practices.
 - Analyse data and provide reports to assist with the wider processes within the Finance Team.
 - Produce complex reports for schools such as pre and payroll reporting.
 - Work collaboratively with external providers to ensure voluntary and statutory deductions are administered correctly.
 - Monitor timescales and report information to external organisations such as HMRC and NFI.
 - Assist with the design of systems and processes to ensure that the collection and processing of information in the future is streamlined.

Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Practical experience within the relevant working environment.	<i>Experience of working with and understanding of Payroll Software to include assistance with testing</i>	*	

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	<i>outcomes following patches and system upgrades.</i>		
Working knowledge of relevant processes and systems.	<i>Good knowledge and understanding of the application of statutory payment schemes.</i> <i>Experience of working with SAP as a payroll system.</i>	*	
Knowledge of the service provided in own area.	<i>Good level of knowledge and understanding of relevant legislation and regulations and proven experience of monitoring changes.</i> <i>Good, functional understanding of customers' needs in a payroll setting.</i>	* *	
ICT skills including use of Microsoft applications.	<i>Strong IT skills, especially intermediated use of applications such as MS Excel.</i> <i>Ability to amend and maintain advanced Excel databases and produce financial reports such as pivot tables.</i>	*	*
Good verbal and written communication skills.	<i>Proven ability to communicate with other departments, external organisations and members of the public.</i>	*	
Numerate and accurate with attention to detail.	<i>Proven ability to manipulate and analyse complex data in order to produce meaningful insights.</i> <i>Ability to perform complex manual payslip calculations.</i>	* *	
Understanding of how to deal with customers appropriately.	<i>Well-developed interpersonal skills, and experience of dealing with customers.</i>	*	

Qualifications

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to GCSE	GCSE Maths and English grade 9-4 / A*-C or equivalent qualification or experience	*	
Level 3 Business Administration or equivalent	NVQ level 3 in Business Administration, A Levels or able to demonstrate equivalent experience	*	

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May require relevant certifications including evidence of fluency in English language.
RSA II (Word Processing) or equivalent professional qualification may be required.
Organisation Structure (optional)