

JOB SUMMARY

Post Title	<i>Trainee Payroll Officer</i>						
Job Family	<i>Business Support</i>	Pay Range	<i>4</i>	Line Manager to others?	<i>No</i>	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 Trainee 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)

- Assist with basic spreadsheet and travel input to ensure accurate monthly staff Payroll.
- Ensure that working knowledge and understanding of Terms and Conditions of Pay and Statutory payment schemes are kept up to date in line with national legislation and local changes.
- Assist the Payroll Team Leader in monitoring and reporting on information held in the Payroll systems. Including assistance with basic monthly financial returns and payment over of third-party deductions.
- Assist with the analysis of data and provision of basic reports to assist with the wider processes within the Finance Team.
- Work collaboratively with external providers to ensure voluntary and statutory deductions are administered correctly.
- Assist with the monitoring of timescales and report information to external organisations such as HMRC and NFI.
- Assist in the continuous improvement of the design of systems and processes to ensure that the collection and processing of information is streamlined.

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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 in an office environment, ideally in a financial setting.</i>	*	
Working knowledge of relevant processes and systems.	<i>Ability to learn and understand the the application of statutory payment schemes.</i> <i>Experience of working with databases.</i>	* *	
Knowledge of the service provided in own area.	<i>Knowledge of office working practices such as data input from spreadsheets.</i> <i>Ability to learn and understand customers' needs in a payroll setting.</i>	* *	
ICT skills including use of Microsoft applications.	<i>Good IT skills, especially use of applications such as MS Excel.</i>	*	
Good verbal and written communication skills.	<i>Ability to communicate with team members, other departments, and members of the public.</i>	*	
Numerate and accurate with attention to detail.	<i>Ability to support with basic data input and validation.</i> <i>Ability to understand manual payslip calculations.</i>	* *	
Understanding of how to deal with customers appropriately.	<i>Experience of dealing with customers face to face and on the phone.</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 or equivalent qualification or experience	*	

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Level 2 Business Administration or equivalent (including a requirement to work towards this level) or able to demonstrate equivalent experience.	NVQ level 2 in Business Administration, A Levels or able to demonstrate equivalent experience	*	
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)			