

Northumberland County Council
JOB DESCRIPTION

Post Title:	Payroll Administrator	Director/Service/Sector Finance Group/ Financial Services/ Payroll		Office Use
Band:	4	Workplace:		JE ref: 356 HRMS ref:
Responsible to: Team Leaders and Senior Administrators		Date: October 2023	Manager Level:	
Job Purpose: Involved in all aspects of pay, pensions and benefits. Undertaking Payroll administrative and processing activities to ensure Payroll functions are delivered efficiently and effectively, within agreed deadlines according to defined procedures				
Resources		Staff	None – some training Employee	
		Finance	None – accounting for considerable of large sums of money	
		Physical	Office equipment	
		Clients	Managers, employees of the Council	
Duties and key result areas: <ol style="list-style-type: none">1. Process, interpret and input payroll data including starters, leavers, variations, timesheets etc. into the payroll system.2. Understand and calculate all elements of payroll including hourly rates, PAYE, NICS, Student loans, Apprenticeship levy, statutory payments, and deductions. Capability to undertake gross to net calculations, including the ability to calculate over and underpayments.3. Undertake complex payroll and pension calculations and checks, to ensure accuracy in the both the payment of employee salaries and in the Payroll system. Identifies, investigates, and resolves/escalates any discrepancies found.4. Responsible for the day-to-day administration of the pension schemes used by Northumberland County Council and its external clients, including LGPS, TP, Fire, NHS and Nest, Including an awareness of Autoenrollment legislative and our corresponding obligations.5. Submit reports and processes to initiate payroll processing and balancing, including costing analysis, BACS file preparation and client invoicing6. Respond to enquiries from employees, HMRC and Pension fund requests including monthly reports annual year ends and Real Time Information Submissions.7. Collate and process appropriate payments/transfer of funds to various third parties, including Pension Funds, HMRC, Unions etc8. Maintain the councils travel system to support the submission and approval of travel and subsistence claims for employees and managers9. Administer and answer queries in relation to the various Salary Sacrifice schemes offered by the council10. Issue appropriate correspondence covering parental leave provisions, mortgage enquiries and other salary related matters. Where applicable, ensure letters of appointment and statements of particulars are issued in accordance with external agency guidelines and statutory requirements.11. Adhere to payroll policies and procedures and comply with relevant legislation.12. Monitor the payroll processes and advise on improvements in your specific work area, to contribute to the continuous improvement of Payroll processes.13. Instruct and train colleagues in order to ensure that they are competent to fulfil the responsibilities of a payroll administrator role. <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>				
Work Arrangements				
Transport requirements:		None		
Working patterns:		Flexible		
Working conditions:				

Northumberland County Council
PERSON SPECIFICATION

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Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> Educated to NVQ Level 2 standard or equivalent. Good general level of education (GCSE at grade C for example) demonstrating numeracy and literacy 	<ul style="list-style-type: none"> Educated to NVQ Level 3 standard or equivalent Relevant Payroll Qualification 	
Experience		
<p>It is likely that the following range and depth of experience will require recent and relevant experience in a payroll setting.</p> <ul style="list-style-type: none"> Experience of working on an integrated HR and Payroll system Evidence of working in a customer orientated service area. Experience of working with IT systems. Experience of providing Payroll advice and support to managers and employees. Experience of supporting change and revised procedures resulting from legislative and other changes 	<ul style="list-style-type: none"> Experience in a local authority payroll setting, preferably involving direct contact with a wide range of customers including schools. Experience of working using Oracle Fusion Payroll Modules 	
Skills and competencies		
<ul style="list-style-type: none"> Knowledge in one or more key areas of Payroll, conditions of service, statutory payments, HMRC obligations, pensions knowledge and customer service delivery. A high degree of numeracy. Good working knowledge of Payroll and staffing related policies, administrative practices and procedures. Well developed team working skills Good communication and presentation skills. Analytical and problem solving skills. 		
Physical, mental and emotional demands		
<ul style="list-style-type: none"> Ability to organise and prioritise workloads and work under pressure and to deadlines and conflicting demands Able to deal confidently with a full range of requests and respond in a mature and courteous manner in sometimes difficult situations Ability to work to a strict timetable and to a high level of accuracy 		
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits