

Northumberland County Council

JOB DESCRIPTION

Post Title:	Payroll Development Officer	Director/Service/Sector Finance Directorate/ Financial Services/Payroll		Office Use
Band:	6	Workplace:		JE ref: 357 HRMS ref:
Responsible to:	Payroll Team Leader	Date: November 2023	Manager Level:	
Job Purpose: To support the ongoing development of Oracle functionality in respect of Payroll processes. To provide a high level of advice and guidance across all teams within Payroll. This will include giving support on complex Payroll IT issues and will involve delivery of training, coaching and mentoring.				
Resources		Staff	None	
		Finance	None	
		Physical	Office equipment	
		Clients	Service managers, employees of the Council, HMRC, external clients	
Duties and key result areas: <div>1. Responsible for the ongoing development of Payroll including the payroll system. This will include ongoing high-level maintenance to ensure adherence to current legislation and adapting to changes. This covers all aspects of payroll, from employment and pensions legislation, statutory returns and HMRC requirements to ensure sound Payroll functionality now and in the future.</div> <div>2. To provide advice, guidance and reports in relation to all Payroll functions including system processes, Payroll and Pensions, Conditions of service, HRMC, Auto enrolment</div> <div>3. Regularly analyse payroll data to highlight any anomalies so corrective action can be taken</div> <div>4. Provide support in resolving complex Payroll system transactions and issues .</div> <div>5. Coordinate and communicate Payroll dates including processing timetables, Undertake End of Year and Start of year processes in line with legislation</div> <div>6. Implement annual and monthly processes and reports including increments and pay awards</div> <div>7. Undertake regular system testing following legislative and quarterly patches</div> <div>8. To deliver Payroll System related training, for new starters and existing staff as and when appropriate.</div> <div>9. Contribute to the development of Payroll Team, by critically analysis ways of working, identifying areas of improvement and suggesting and implementing solutions and enhancements through to completion.</div> <div>10. Liaise closely with staff in other Departments or external clients on HR, Payroll, costing, and financial issues where required</div> <div>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.</div>				
Work Arrangements				
Transport requirements: Working patterns: Working conditions:		None Flexible		

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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 (GSCE at Grade C for example) demonstrating numeracy and literacy.• Knowledge and expertise in issues relating to Payroll, Tax, Pensions, System Development, Payroll processing etc		<ul style="list-style-type: none">• CIPP Qualified or equivalent (or working towards)• Willing to undertake further training to enhance professional and technical expertise.			
Experience					
<ul style="list-style-type: none">• Experience in a payroll setting• Evidence of working in a customer orientated service area.• Experience of implementing/delivering training• Experience of working on various IT systems and applying and adapting IT solutions to meet customer and business needs.• Experience of providing Payroll advice to managers and employees.• Experience of implementing change and revised procedures resulting from legislative and other changes• Proven knowledge and experience of data manipulation and collation.		<ul style="list-style-type: none">• Experience in a payroll setting using Oracle Payroll modules.			
Skills and competencies					
<ul style="list-style-type: none">• A high degree of numeracy• Competent Excel User.• Excellent knowledge of Payroll and staffing related policies, administrative practices and procedures.• Well-developed team working and management skills• Good communication and presentation skills.• Highly developed Analytical and problem solving skills.• Ability to challenge existing practice and create and support innovation					
Physical, mental and emotional demands					
<ul style="list-style-type: none">• Ability to organise and prioritise workloads and work under pressure and to deadlines.• 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• Ability to work on own initiative.					
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