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## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Payroll Manager	<b>Grade:</b> PO5
<b>Section:</b> Human Resources	<b>Directorate:</b> Resources
<b>Responsible to following manager:</b> Head of Payroll, Transactions and Payments	<b>Responsible for following staff:</b> <b>Payroll Team Leaders</b>
<b>Post Number/s:</b> F2225	<b>Last review date:</b> 23/11/2021

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

To work closely with the Head of Payroll, Transactions and Payments to support the smooth running of the whole team, as well as line management of 3 Payroll Team Leaders.

## **Main Responsibilities**

- Line management of 3 Payroll Team Leaders include 1 to 1 meetings, setting of objectives and performing appraisals.
- Recruitment process for temporary and permanent staff.
- Attend hearings and disciplinary meetings for Payroll team members.
- To deputise and assist the Head of Payroll, Transactions and Payments as required.
- To provide leadership, supervision and an example of good practice in relation to all aspects of payroll administration and for the wider functioning of the HR team.
- Processing of allocated payroll/s from end to end. This process will involve rotating processing tasks with Payroll Team Leaders.
- Checking of payrolls as required, before finalisation of BACS processes.
- Training Payroll Team Leaders and Payroll Coordinators in payroll processes when required.
- Providing accurate information and advice to Payroll Team Leaders, staff members and other stakeholders, when queries arise.
- Liaise with Team Leaders on complicated enquiries and issues as needed.
- Be a super user for iTrent.
- Perform senior level administrative tasks e.g. payroll reconciliations and manual calculations.
- Undertake and support internal and external audits and quality control activities.
- Assisting in the quality assurance processes for payroll, transactions and payments.
- Assisting in the implementation of pay award across all payrolls.
- Liaison with team members and other stakeholders, to implement changes to processes.
- Covering for Head of Payroll, Transactions and Payments and Payroll Team Leaders during periods of absence, including performing associated payroll tasks and temporary line management of associated Payroll Coordinators.



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### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

## Person Specification

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<b>Responsible to:</b> Head of Payroll, Transactions and Payments	<b>Responsible for:</b> Payroll Team Leaders
<b>Post Number/s:</b> F2225	<b>Last Review Date:</b> 23/11/2021

### Our Values and Behaviours<sup>1</sup>

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

- Taking responsibility and being accountable for achieving the best possible outcomes. Have a 'can do' attitude to work.
- Continuously seeking better value for money and improved outcomes at lower cost.
- Focusing on residents and service users, and ensuring they receive the highest standards of service provision.
- Taking a team approach that values collaboration and partnership working.



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**Person Specification Requirements**

**Knowledge**

1. Solid and current knowledge of PAYE, National Insurance, Statutory Sick Pay, Statutory Maternity, Paternity and Adoption and all legislative requirements.
2. Understanding and experience of multiple terms and conditions.
3. Management and supervision of teams processing multiple large volume payrolls with different pay days, while ensuring that all deadlines are met.
4. Strong people management skills with ability to motivate and lead team members.
5. Ability to deliver a professional, highly efficient and customer focused payroll service to clients, balanced against the need to maintain good financial practice.
6. Ability to work effectively under pressure, and flexibility in response to varying workloads and requirements.
7. Ability to ensure all work is accurate and produced on time, while maintaining strict financial controls.

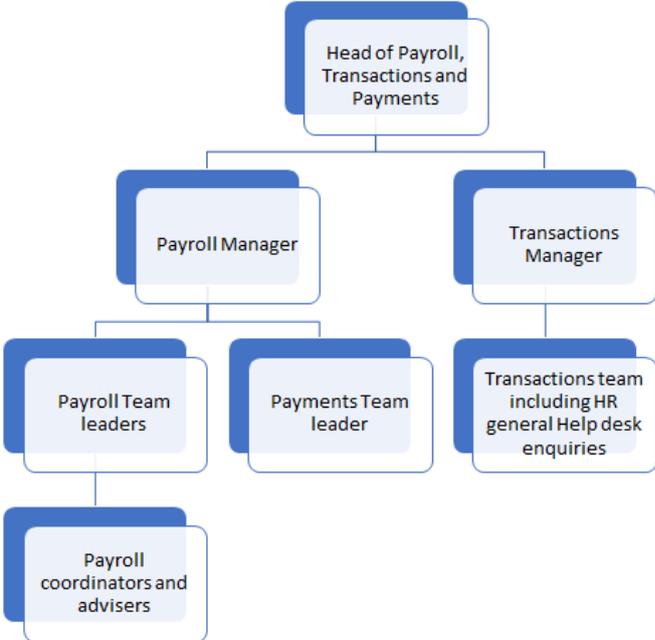
**Skills**

8. Knowledge of Business Objects report writing software and high level of skill using Microsoft Office applications including spreadsheets for data manipulation.
9. Excellent verbal and written communication skills.
10. IT literate with good keyboard skills and experience in using iTrent payroll system.
11. Ability to work and maintain good working relationships with clients, team members and other stakeholders

**Qualifications**

12. Chartered Institute of Payroll Professionals - Foundation degree in Payroll Management
13. A minimum of 5 GCSEs grade A-C (including English Language and Mathematics) plus substantial payroll experience in a proven management and supervisory role.

**Team structure**





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## Person Specification

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<b>Post Number/s:</b>	<b>Last review date:</b>

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Positive and Helpful.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Requirements	Assessed by A & I/ T/ C
<b>Knowledge</b>	
Excellent practical knowledge of payroll, HRIS (ideally ITrent) and transactional recruitment	A/I
Up to date knowledge of the issues impacting on public services, particularly local government	A/I
<b>Experience</b>	
Proven supervisory or management experience of complex payroll services	A/I

Proven experience in the oversight of changes and improvements to payroll processes	A/I
<b>Skills</b>	
Strong organisational skills	A/I
Ability to communicate clearly and concisely	A/I
Able to analyse complex payroll issues and offer advice based on sound judgement	A/I
<b>Qualifications</b>	
Payroll qualification?	C
<b>Other Requirements</b>	
Commitment to equality and diversity and an understanding of how this applies within the remit of the role	A/I