



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Payroll Coordinator	Grade: Scale 5
Section: Payroll	Directorate: Chief Executive
Responsible to Following Manager: Payroll Team Leader	Responsible for Following Staff: N/A
Post Number/s: F2213	Last Review Date: February 2024

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 deliver effective payroll services for allocated areas of the Council’s payrolls.

Specific Duties and Responsibilities

- Responsible to the Payroll Team Leader for undertaking the duties of the post.
- Responsible for the provision of payroll services in respect of a specific group of employees to ensure that the payroll payments in respect of this group are made accurately, on time and are properly authorised.
- The post holder will normally prioritise his or her own work and require minimal supervision.

- Responsible for liaising with departmental managers as necessary.
- The post holder is expected to take a proactive role in identifying his or her training needs and discussing these with the Payroll Team Leader. Where necessary the post holder will undertake such training as is deemed necessary for maintaining the efficiency of the service.
- Responsible for carrying out checks on input documents to ensure proper authorisation. Informs Payroll Team Leader where irregularities or discrepancies are discovered.
- Deals with enquiries by correspondence, telephone, email, or via Microsoft Teams regarding all areas of pay, from employees or their representatives and deals with enquiries (ensuring proper authorisation by the employee where appropriate) from the DWP, HMRC, Solicitors and Banks.
- Ensures that cost codes are implemented and maintained according to the instructions of departmental clients, checking that codes are appropriate and highlighting and correcting incomplete or incorrect codes in consultation with the Department.
- Provides cover for staff absence or vacancies in the Payroll Section as instructed by the Payroll Team Leader or by the Payroll Manager.
- Ensures that departmental standards are adhered to, payroll records are maintained, security of information is safeguarded and that payments made are properly and correctly authorised.
- Advise departmental managers as necessary on payroll related matters.
- Ensures that payroll logs are completed to assist in budgeting for payrolls, ensuring that recharges to departments and schools is accurate.

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 profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

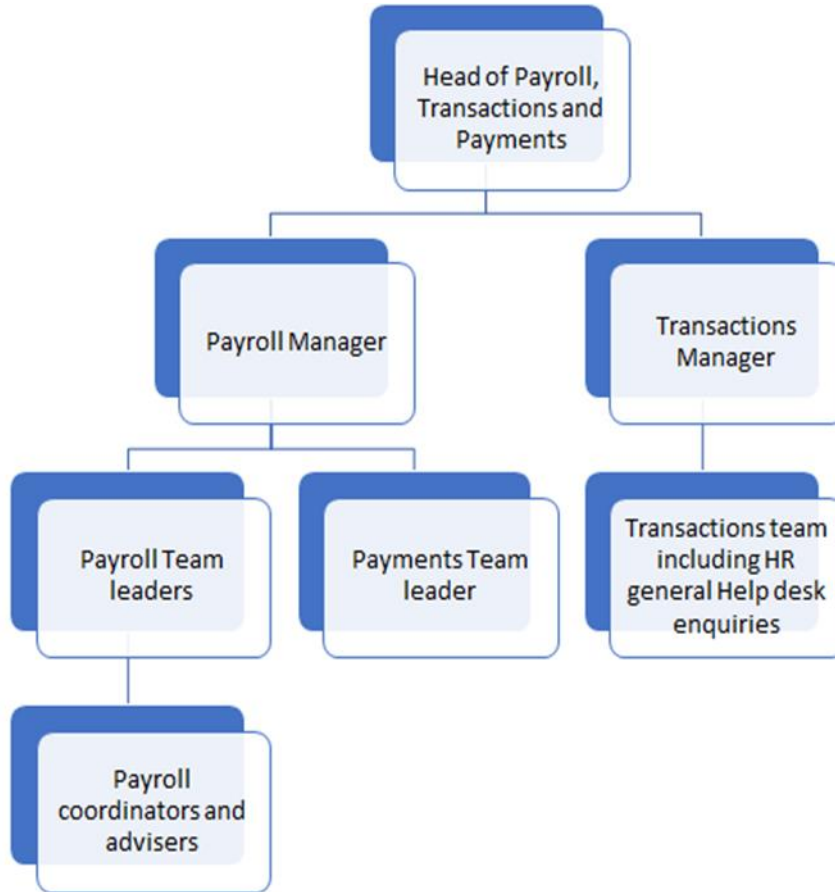
CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Team structure



Person Specification

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Responsible to: Payroll Team Leader	Responsible for:
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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:



Being 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.

Being 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.

Being positive. 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.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Manual Payroll Calculations	Y		I
SMP, SAP, SPP and SSP legislation	Y		I
Knowledge of current legislation – PAYE, NI and Student Loan	Y		I
Experience or substantial experience of working within a payroll local authority payroll environment.		Y	
Experience	Essential	Desirable	Assessed
iTrent Payroll software		Y	I
Skills	Essential	Desirable	Assessed

Perform allocated tasks with minimum supervision	Y		I
Good IT skills with experience of working routinely with computerised systems (preferably iTrent) and spreadsheets (including Microsoft Office).	Y		I
Ability to organise and prioritise your work to cope with competing demands/deadlines.	Y		I
Ability to work with accuracy and follow written instructions and procedures with precision.	Y		I
Qualifications	Essential	Desirable	Assessed
CIPP Foundation Degree		Y	A

A – Application form / CV

I – Interview

T – Test

C - Certificate