**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Payroll Coordinator | **Grade**: Scale 5 |
| **Section:** Payroll | **Directorate:** Resources |
| **Responsible to Following Manager:**  Payroll Team Leader | **Responsible for Following Staff:**  n/a |
| **Post Number/s:** | **Last Review Date:**  June 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 deliver effective payroll services for areas of the Council’s payrolls.

**Specific Duties and Responsibilities**

**Scale 5**

* 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 Head of Payroll.
* 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 and 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**

**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 –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work.
* continuously seeking better value for money and improved outcomes at lower cost.
* focussing 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** | **Assessed by**  **A &**  **I/ T/ C**  **(see below for explanation)** |
| **Knowledge & Experience** | |
| 1. Experience or substantial experience of working within a payroll local authority payroll environment. | A & I |
| 1. Experience of dealing with enquires by correspondence, telephone, e-mail and in person with consideration to data protection and confidentiality. | A & I |
| Able to incorporate complex rules into working practices. | A & I |
| Able to explain complex rules clearly, both orally and in writing. | A & I |
| A good eye for detail to identify, irregularities, discrepancies and ensure proper authorisation. | A & I/T |
| **Skills** | |
| 1. Good IT skills with experience of working routinely with computerised systems (preferably iTrent) and spreadsheets (including Microsoft Office). | A & I |
| 1. Ability to organise and prioritise your work to cope with competing demands/deadlines. | A & I |
| 1. Ability to work with accuracy and follow written instructions and procedures with precision. | A & I/T |
| 1. Good keyboard skills. | A & I |
| 1. An understanding of customer care requirements and the role of departments as clients balanced against the need to maintain good financial practice. | A & I |
| **Qualifications** | |
| 1. Must have a minimum of 5 GCSE’s grade A-C (including English and Mathematics) or equivalent qualifications and experience of working in a payroll environment. | A & C |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**