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Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Payroll Manager	Grade: PO5
Section: Human Resources	Directorate: Chief Executive
Responsible to following manager: Head of Payroll, Transactions and Payments	Responsible for following staff: Payroll Team Leaders
Post Number/s: F2225	Last review date: 15/04/2024

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 work to support the smooth running of Transactions and Payments, as well as line management of 3 Payroll Team Leaders. To respond to enquiries and queries.

Specific Duties and 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 be 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 superuser for iTrent.
- Perform senior level administrative tasks e.g. payroll reconciliations, manual calculations, and bespoke reporting.
- Undertake and support internal and external audits and quality control activities.
- Assisting in the quality assurance processes for Payroll, Transactions and Payments teams.
- Assisting in the implementation of pay award across all payrolls.
- Liaison with team members and other stakeholders, to implement changes to processes, seeking agreement from Head of Payroll.



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- 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.

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.

Additional Information

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

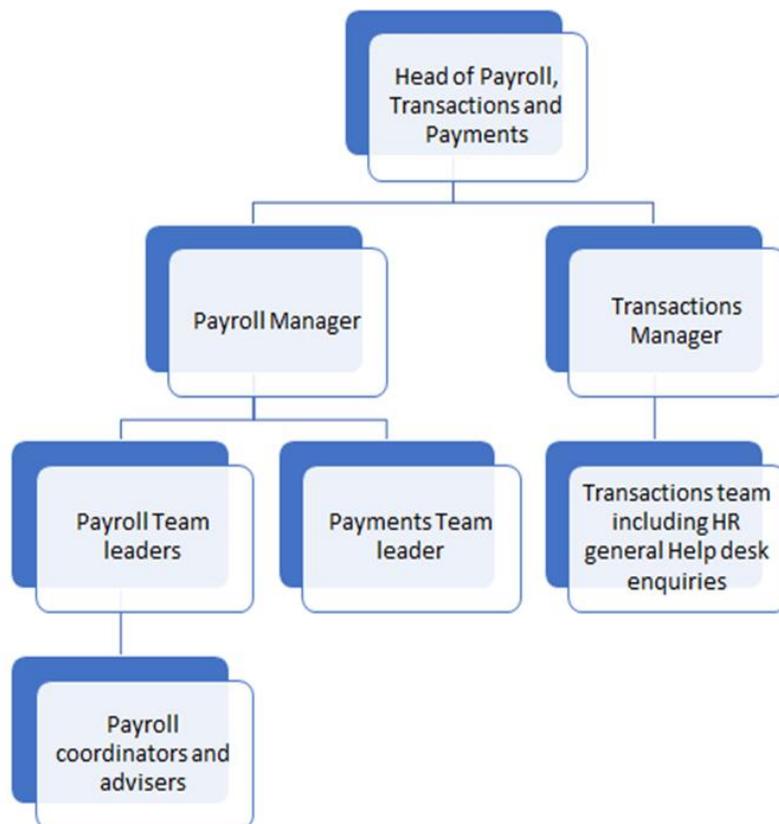
CONNECT BETTER

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





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Person Specification

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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.

Taking responsibility and being accountable. Taking responsibility and being accountable for achieving the best possible outcomes. Have a 'can do' attitude to work.

Continuously seeking better value. Continuously seeking better value for money and improved outcomes at lower cost.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Solid and current knowledge of PAYE, National Insurance, Statutory Sick Pay, Statutory Maternity, Paternity and Adoption and all legislative requirements.	Y		I
Understanding and experience of multiple terms and conditions.	Y		I
Management and supervision of teams processing multiple large volume payrolls with different pay days, while ensuring that all deadlines are met.	Y		I
Strong people management skills with ability to motivate and lead team members.	Y		I
Ability to deliver a professional, highly efficient and customer focused payroll service to clients, balanced against the need to maintain good financial practice.	Y		I
Ability to work effectively under pressure with minimum to no supervision, and flexibility in response to varying workloads and requirements.	Y		I
Ability to ensure all work is accurate and produced on time, while maintaining strict financial controls.	Y		I
Experience	Essential	Desirable	Assessed
iTrent Payroll software		Y	I
Microsoft Excel including V Lookups	Y		I
Skills	Essential	Desirable	Assessed
Knowledge of Business Objects report writing software.		Y	I
High level of skill set in using Microsoft Office applications including spreadsheets for data manipulation.	Y		I
Excellent verbal and written communication skills.	Y		I
IT literate with good keyboard skills.	Y		I
Ability to work and maintain good working relationships with clients, team members and other stakeholders	Y		I
Qualifications	Essential	Desirable	Assessed
CIPP Foundation Degree		Y	A

A – Application form / CV

I – Interview

T – Test

C - Certificate



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