



Ribble Valley
Borough Council
www.ribblevalley.gov.uk



Excellent pension scheme



Training and development



Generous annual leave entitlement



Christmas leave



Flexible working hours



Annual pay review



Employee assistance programme



Family friendly policies



Staff discount at Ribblesdale Pool

Payroll Officer

Council Offices - Clitheroe

Reference: RES247

Pay: Scale 4/5/6 (scp 10-24) £25,545 - £33,024 per annum
(Pay Award Pending)

Hours: 37 hours per week

An exciting opportunity providing end-to-end payroll processing covering staff salaries and members' allowances. You will also be involved in creditor and debtor processes such as raising debtor invoices and making payments to our creditors.

The position is open to those that are fully qualified, but also provides funded training for the Level 4 Payroll Specialist Certificate with CIPP or the Level 4 AAT qualification. As such, your appointment salary and responsibilities will be driven by your qualifications and experience.

Reporting directly to the Systems and Payments Manager, this post will provide an efficient and comprehensive payroll function with monthly payroll submissions. You will also be involved in the pension administration duties of the council through the provision of data to Lancashire County Council.

You will need a good understanding of Microsoft Office (Word and Excel), with the ability to work confidentially given the nature of the role.

Working within a small team, you must be able to communicate effectively, ensure attention to detail in all tasks undertaken and be able to work to strict deadlines.

Join us to receive a host of benefits such as flexible working hours (flexitime scheme in operation with no core hours), generous leave entitlement, occupational pension scheme and training/development opportunities.

Closing date: Monday, 28th October 2024

Interview date: Thursday, 14th November 2024



Guaranteed interview if all essential criteria are met.

We are an equal opportunity employer and applications are welcome from all minority groups.



To apply online: ribblevalley.gov.uk/jobs

Other ways to apply: For a paper application pack, send your contact details and vacancy reference number to HR@ribblevalley.gov.uk or call 01200 414596 (24-hour answerphone)

Reasonable adjustments: For any part of the recruitment process, please email us or provide further information on your application form.

Right to close early: We reserve the right to close job vacancies before the deadline, so please apply early to avoid disappointment.