

CANDIDATE SPECIFICATION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE: Payroll Officer

REFERENCE NO: RES247

SALARY SCALE: Scale 4/5/6 (scp 10-24) £25,545 to £33,024 per annum

HOURS OF WORK: 37 Hours Per Week

POST NO: TBC

SERVICE AREA: Accountancy Section

RESPONSIBLE TO: Systems and Payments Manager

RESPONSIBLE FOR: -

JOB PURPOSE: To assist the Systems and Payments Manager in the provision of the payroll service for the council and in the undertaking of the pension administration duties of the council. Also, responsibilities regarding the creditor and debtor function.

KEY RESULT AREAS:

- Assist in undertaking the accurate and timely payment of salaries and other remuneration due to all Council employees.
- Assist in undertaking the payment of all Members Allowances.
- Assist in undertaking the implementation of pay awards, payment of back pay and correct processing of starters and leavers.
- Be responsible for undertaking the full payroll pay run on a number of occasions during the year to ensure cover available in the event of any leave within the Systems and Payments Manager post.
- To help ensure full compliance with HMRC requirements in respect of all payroll services, including IR35.
- Assist in resolving pay queries and correction of errors etc.
- Assist in the provision of accurate monthly pension data to Lancashire County Council.
- Sickness monitoring in order to ensure correct payroll payments in line with the Council's sickness policy, keeping HR fully informed of any potential long-term sickness. Follow the relevant sick pay entitlement procedures.
- Completion of Government and other associated returns in respect of the payroll function.
- Assist in the correct payment of the Council's creditor invoices.
- Assist in the administration of the construction industry scheme and liaison with contractors.

- Assist in the raising of debtor invoices, follow-up of arrears and liaison with the legal section regarding debt recovery.
- Liaison with individual debtors regarding agreement of payment terms.
- Review of periodic income accounts linked to the retail price index and budget book charges.
- Provide cover in the absence of the Systems and Payments Manager.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- To undertake other duties of a similar responsibility as may be allocated to the post from time to time.

Progression to Scale 6 would be dependant on attaining a Level 4 Payroll Specialist Certificate (PSC) with CIPP, or Level 4 AAT qualification or other relevant equivalent level 4 qualification, and the ability to demonstrate competence in the following areas:

- **Responsible for** undertaking the full payroll pay run and the accurate and timely payment of salaries and other remuneration due to all Council employees. Cover to be provided by the Systems and Payments Manager for any leave.
- **Responsible for** undertaking the payment of all Members Allowances.
- **Responsible for** undertaking the implementation of pay awards, payment of back pay and correct processing of starters and leavers.
- **Responsible for** the provision of accurate monthly pension data to Lancashire County Council.
- **Responsible for** resolving all pay queries and correction of errors etc.
- **Responsible for** the provision of accurate monthly pension data to Lancashire County Council.

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
<p>Scale 4 and above: Excellent numeracy and literacy skills – Five GCSEs at Grade 4 or above, including Maths and English.</p>		Application
<p>The post is career graded to allow for the development of knowledge and skills within the post. Progression to Scale 6 would be dependant on attaining a Level 4 Payroll Specialist Certificate (PSC) with CIPP or Level 4 AAT qualification or other relevant equivalent level 4 qualification, and the ability to demonstrate competence in a number of areas, as detailed in the Key Result Areas section.</p>		Application
Experience		
<p>Previous experience of clerical/administration duties.</p>		Application/ Interview
<p>Experience of dealing with the public.</p>		Application/ Interview
<p>Experience of working to strict deadlines.</p>		Application/ Interview
<p>Scale 4 and above: Sound understanding of what is involved in the processing of employee/member pay.</p>		Application/ Interview
<p>Progression to Scale 6: Previous experience of payroll practices and working within a payroll environment.</p>		Application/ Interview
<p>Previous experience of using computerised pay and HR systems.</p>		Application/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Experience		
Previous experience of using financial systems (i.e. computerised system for making or taking payments).		Application/ Interview
Skills/Knowledge		
Good knowledge and competent in the use of Microsoft Office (Word and Excel).		Application/ Interview
Knowledge of pension schemes.		Application/ Interview
Scale 4 and above: Commitment to studying for a Level 4 Payroll Specialist Certificate (PSC) with CIPP, the Level 4 AAT qualification or other relevant equivalent level 4 qualification.		Application/ Interview
Progression to Scale 6: sound knowledge and experience of: <ul style="list-style-type: none"> • Local Government policies and procedures. • Local Government Pension Scheme • HMRC legislation and guidance • Construction Industry Taxation Scheme • Pay As You Earn 		Application/ Interview
Additional		
Self-motivated with the ability to work on own initiative and as part of a team.		Application/ Interview
Patience and tolerance.		Application/ Interview
Helpful and willing manner.		Application/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Additional		
Accuracy and attention to detail.		Application/ Interview
Able to work accurately and to strict deadlines.		Application/ Interview
Flexible and adaptable approach.		Application/ Interview