

Job Description

Job Title	Payroll Officer
Directorate:	Strategy & Change
Service Area	People and Organisational Culture
Grade	5
Competency Level	1
Salary	£31,022 - £35,412
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	

Job Purpose

Support the efficient administration of a high quality, accurate and timely payroll function for a range of customers and in accordance with statutory, legislative, and contractual obligations.

Directly Responsible For:

None

Directly Responsible To:

Team Leader Payroll

Main Areas of Responsibility:

- Undertake the administration of the full end to end payroll processing tasks for an allocation of employees
- Assessment, notification and processing of statutory and occupational payments in accordance with employees relevant terms and conditions of employment
- Maintain the Payroll Quality Partnership accreditation (PQP), participate in a personal and professional development programme, including rotation of duties within the payroll team
- Provide support to the on-going development of the payroll system to ensure statutory compliance and contribute to service improvements
- Ensure that all duly authorised notifications of adjustments to existing payroll and expense records are made within one pay period of notification and that they are calculated and paid in compliance with all legislative frameworks governing payroll
- Ensure all appropriately authorised processing requests are stored in accordance with Data protection and Audit protocols
- Create new payroll records upon the receipt of an authorised communication, either written or email for employees commencing with the Council, and its associated partnership organisations
- Administration of Court Orders, student Loans, salary sacrifice schemes, annual reporting of expenses and benefits

- Reconciliation and collation of data to support year-end returns for all customers
- Ensure employees are removed from the payroll for payment purposes no later than the pay period after date of cessation of employment.
- Minimise the need for manual payments
- Calculate payments and debtor accounts (including salary recalls and cancelled cheques) ensuring that all the required payroll adjustments arising from the calculation are correctly entered into the payroll system
- Recover overpayments from employees in line with the LCC overpayments protocol and procedure including creation of accounts and invoices for overpaid employees as required, on the SAP Financials system
- Provide guidance relating to the application of the HMRC Regulations to employees their representatives, Head teachers, managers of Liverpool City Council and other agencies
- Undertake all aspects of payroll administration commensurate with grade.
- Maintain the Payroll Service mailbox
- Build and maintain effective working relationships with customers and colleagues
- Ensure compliance with service level agreements and KPI's
- Comply with the confidentiality agreement and Data Protection Act
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

Supervision and Management Responsibility:

No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This position will involve sitting at a computer desk and user a computer for prolonged periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- CIPP or equivalent payroll qualification (or working towards – obtaining within 2 years of commencing in post), or relevant payroll experience (A,I)
- Demonstrate experience of working on large volumes of transactions with accuracy and timeliness (A,I)
- Evidence of an understanding of the legal and financial workings of local government relating to payroll processes (A,I)
- Understanding of HMRC processes and regulations affecting payroll including Real Time Information processing, PAYE, National Insurance and rules regarding direct payment and benefits (A,I)

Desirable

- Awareness and understanding of developments in legislation affecting the areas of payroll
- Preparing/producing reports as and when required
- Ability to work to demanding deadlines sometimes under pressure
- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Experience

Essential

- Experience in the administration of payroll within a large and complex organisation (A,I)
- Experience of maintaining employee benefits and wider payroll administration processes (A,I)

Desirable

Skills/Abilities

Essential

- Good level of IT literacy, including the use of software packages and databases (A,I)
- Good analytical and literacy skills with the ability to respond to and produce professional documents (A,I)

Desirable

- Communicating successfully with managers, employees, the public, internal and external organisations across all levels

Commitment

Essential

- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance (A,I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council