# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Payroll Assistant

# Department: Business Services

# Grade: [Single Status 4](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Payroll Manager

# Purpose of the Role:

Payroll is a transactional service that sits within the County Council’s Business Administration function. Working closely with the Employee Service teams, we deliver a high-quality and compliant payroll service, paying approximately 15,000 employees monthly, across 25 employers affiliated to the County Council.

The payroll service comprises of 3 functional hubs: Technical, Administration and Automation. The Payroll Assistant role sits within the Administration Hub to provide an efficient and effective payroll service to employees, managers and colleagues across the County Council. We also provide payroll services to a number of Academy schools and Trusts, as well as the East Sussex Fire and Rescue service.

The Administration Hub specialises in ensuring all salary payments are compliant and recorded accurately, and applying statutory deductions (such as Income Tax and National Insurance) whilst adhering to relevant employment legislation. The role also entails administering salary sacrifice schemes, including childcare vouchers, and completing manual cacluations for maternity keeping in touch days, and emergency supplementary payments.

The payroll service provides an excellent advice service, to support all customers, in particular members of staff, by answering a variation of queries in respect of payslip information, contractual payments, budgets, and financial postings.

# Key tasks:

1. Administer end-to-end processing for monthly payrolls through the council’s payroll system.
2. Processing of high-volume workloads whilst maintaining accuracy and adhering to deadlines.
3. Reconciling and checking employee data.
4. Calculation of manual “Gross to Net” values as the processing task requires. For example, overpayments and supplementary payments.
5. Understanding and applying PAYE legislation such as tax, national insurance, maternity, adoption, paternity, student and post graduate loans.
6. Applying tax codes changes to employee records.
7. Creating BACS payment files for weekly supplementary payments to employees
8. Generating monthly payments to third parties including (but not limited to) HMRC, pension schemes and courts.
9. Handling telephone and email queries from employees and third parties whilst complying with data protection regulations.
10. Support the reconciliation of payroll ledger codes.
11. Able to take responsibility for their own workload and work independently whilst supporting colleagues and working as part of a team.
12. General administrative duties and any other tasks that may reasonably be considered as appropriate under the Job Description and grade of the role.

Recognising that ESCC is a large organisation with a number of over-arching priorities extending to all areas of our work, you should be aware of these Council priorities and proactively seek appropriate opportunities in your work/service area to contribute, in consultation with your line manager; in particular, but not limited to:

* Net zero emissions targets – reduce your work’s environmental impact.
* Equality, Diversity and Inclusion – contributing to an inclusive and supportive working environment.
* Making the best of our resources - ensuring awareness of the impact of what you do to maximise the use of public monies.

# PERSON SPECIFICATION

# Essential education and qualifications

1. R[QF level 2](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) in English and Maths or ability to pass assessment at interview

# Essential key skills, abilities, knowledge, experience, values and behaviours

1. Able to communicate concisely, orally and in writing using plain English to convey clear messages.
2. ICT skills.
3. Ability to pick things up quickly and retain process knowledge.
4. Time management and organisational skills
5. Working knowledge of Microsoft packages e.g. Word, Excel, Outlook, Teams
6. Experience and commitment to deliver excellent customer service
7. Self-motivational, inspirational and positive approach.
8. Able to deal with conflicting demands and multi-tasking.
9. Calm working under pressure to tight deadlines

# Desirable key skills, abilities, knowledge, experience, values and behaviours

1. Knowledge of the function of Human Resources (HR) and Payroll within an organisation.
2. Understanding of the role of the Council.
3. Understanding of the Data Protection regulations and boundaries applicable when working with confidential and sensitive information
4. Relevant experience in an office or HR and Payroll environment

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |