# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Payroll Technical Officer

# Department: Business Services

# Grade: [Single Status 9](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Payroll Manager

# Responsible for:

# Purpose of the Role:

To provide technical expertise to assist the Payroll Manager in meeting the County Council’s responsibilities in aspects of management, monitoring and administration of the Personnel & Payroll service.

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 Technical Officer role sits within the Technical 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 Technical Hub specialises in pension scheme administration, such as the application of Auto-enrolment, and employer statutory obligiations and returns, whilst adhering to relevant employment legislation. The role also entails running payrolls, undertaking various validation routines and completing reconciliation activities.

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

# Key tasks:

1. Support the payroll manager in the delivery of the 15,000 employee payroll to ensure fully effective and compliant payroll services are delivered that meet legislative, statutory and continuously improving service standards.
2. Ensure consistency and integrity of data is maintained both within SAP & other supporting systems and adhere to GDPR legislation.
3. Support continuous improvement initiatives on payroll processes, identify service improvements, and assist in implementing and progressing these improvements.
4. Carry out extensive user acceptance testing of the payroll system following implementation of software upgrades and annual legislative updates released through support and enhancement packs.
5. Liaise with the systems development team to request configuration changes, having translated contractual policies into technical specifications, and perform extensive user testing of these changes.
6. Perform monthly and annual pre and post payroll reporting, reconciliation and payment generation required by internal and external parties to meet contractual and statutory deadlines – including but not limited to payslips, P45s, P60s, P11ds, BACS files, posting to finance, RTI, auto enrolment, pension scheme service returns and end of year pension returns for schools.
7. Deputise for payroll manager and support admin team with day to day queries.
8. Undertake regular reconciliation of the Government Gateway Dashboard to minimise risks which could lead to financial penalties and damage employer reputations.
9. Maintain expertise and knowledge within the area of Payroll in order to provide support and advice to customers and colleagues, ensuring compliance with statutory obligations, legislation and regulations.
10. Manage the end to end onboarding of new payroll business into the council’s payroll system.
11. Create and maintain department procedures and guidance notes ensuring all are up to date including relevant websites.

# PERSON SPECIFICATION

# Essential education and qualifications

* 5 [QCF Level 2](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) qualifications including Maths and English Language.
* Hold or willingness to work towards a CIPP qualification, or equivalent level payroll qualification.

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

* Experience with ERP systems in relation to delivery of Payroll service.
* Ability to organise and prioritise work effectively for oneself and others, to plan action in order to meet deadlines and to maintain high standards and accuracy at all times.
* Report writing skills and the ability to simplify and explain complex data (both qualitative and quantitative).
* Communication skills with the ability to build sound relationships with customers, using influencing skills.
* Ability to use problem solving skills with the capability to devise and implement solutions.
* Team player
* Previous knowledge and/or experience of using relevant SAP or other similar integrated systems.
* Knowledge of Microsoft Office, with particular strength in excel spreadsheets including the use of Macros/VBA
* Understanding of Payroll statutory legislation.
* Experience of working within a payroll team
* Experience of delivering a customer oriented service.
* Ability to work under own initiative in understanding and completing tasks with limited supervision.
* Ability to manage constant and conflicting demands, often to meet tight deadlines.
* A commitment to working as a positive and constructive team member, demonstrating a collaborative and co-operative approach.
* Works with strong attention to detail
* Able to work calmly and effectively under pressure.
* The ability to adapt to change with flexibility.

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

* Negotiation skills.
* Recognised accountancy, payroll or other relevant qualification e.g. Accounting Technician, NVQ in Business and Finance, CIPP Certificate.
* Up to date knowledge of national and local financial and legislative issues affecting the designated service area.
* Experience in delivering presentations and training.
* Experience of working on projects and change initiatives.

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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 |