

NORTHAMPTONSHIRE POLICE

JOB DESCRIPTION

JOB TITLE: Payroll Officer

GRADE: 5

SUPERVISION AND CONTROL: Deputy Payroll Manager

PLACE OF WORK: FHQ

HOURS OF WORK: 37 hours (part time and flexible working considered)

PURPOSE OF THE JOB:

To be part of the payroll team in respect of the payroll service in general or a specific payroll in the preparation and improvement of the payroll service. To actively work to ensure the review and integrity of payroll data and output for police officers, police staff, OPFCC and Fire Service in line with the strategic objectives, key performance indicators and service level agreements.

MAIN RESPONSIBILITIES:

Generic responsibilities

1. To actively promote and demonstrate a customer-centric approach with emphasis on service delivery and service improvement.
2. To review the Control documents and reconciliations to aid the delivery of accurate and timely pay runs. The role will be required to produce a monthly summary pack of key indicators for management.
3. Take personal responsibility for decisions and achieving results, act with integrity and commitment, and take ownership of your own professional development.
4. To assist the payroll team in delivering improved customer satisfaction and deliver organisational goals. This will include but not limited to pension queries relating to Police, Staff and Fire, Service Requests and legacy payroll queries.
5. Maintain knowledge and ensure compliance with relevant legislation, ensure data quality, and take ownership of management information.
6. Establish effective communication channels with key stakeholders.

Specific responsibilities

1. To review the Net Pay Variances reports and to discuss the results with the Payroll Team Leader.
2. Give guidance to the Force and shared service team as necessary on complex, sensitive payroll issues.
3. Reporting to the Deputy Payroll Manager, to assist in ensuring that it meets legislative, pension and reporting requirements. To assist in the robust testing of any future payroll system upgrade or patching and that it is fully documented and has end to end procedures guides.
4. To maintain timely communications, and assist in coordinating all aspects of the monthly payroll output, including reconciliations and BACS payments. Ensuring that the Force meets its statutory requirements for National Insurance, Tax, Pensions and Statutory Pay (SSP, SMP, SPP, SAP etc.).
5. Produce standard and ad hoc reports for the Force.
6. To manage and ensure that customers with complex and detailed pay queries, receive accurate and timely responses to pay affecting queries and are dealt with a professional and customer centric approach.
7. To reduce the number of logged processes and queries within;
 - The Service Request queue
 - The XPS portal
 - The emails and daily log query list
 - The Year End tax position and any required Early Year Updates
8. To review and update our payroll policy and procedure conforms to legal requirements, police officer regulations, police staff terms and conditions and recognised good practice.
9. Work with Finance & HR Departments and shared service functions to ensure that transactional processes support the requirements of the client organisation.
10. To deputise for the Deputy Payroll Manager as required on an ad hoc basis.

Note:

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interest of effective working, major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. From time to time the post holder will also be required to carry out such other duties as may be deemed to be within the general scope of the post.

Conditions of service:

The appointment will be full time and subject to the conditions of service of the Police Support Staff Council. Annual leave entitlement is 25 days with an additional 5 days after 3 years continuous service.

PERSON SPECIFICATION

Payroll Officer

ESSENTIAL CRITERIA:

Qualification: Qualified to level 3 Payroll Technician or substantial relevant payroll experience commensurate to this level of qualification.

1. Experience of running and administering a monthly payroll, including tax year and month end procedures and pension administration.
2. Substantial experience of developing excellent customer relationships across multiple functions.
3. Good working knowledge of payroll, tax, pensions and employment law with experience of writing and implementing policies and procedures in line with legislative requirements and of working in line with the requirements of the Data Protection Act 1998 and Data Protection Act 2018 (GDPR).
4. Ability to work under pressure and prioritise conflicting tasks for self and team in order to meet deadlines.
5. Knowledge of computerised payroll system, including input preparation and report writing.
6. Highly developed numeracy skills.
7. Ability to work collaboratively within and outside the organisation, including the ability to influence positively and communicate effectively both orally and in writing.
8. A level of awareness of equality and diversity issues appropriate to the level of this post.