



Job Description

Payroll & HR Officer

Responsible to: HR Manager

Responsible for: Not Applicable

Grade: To be evaluated

Overall Purpose:

To undertake a wide range of duties to manage and maintain Tai Ceredigion's payroll department.

Key Responsibilities – Functional

- To act as first point of contact for payroll queries from staff and third parties.
- To process payroll paperwork for new employees and provide third parties with payroll information as required.
- To collate check eligibility and enter variable payroll items such as travel, subsistence, sickness and tax code changes into the payroll system on a monthly basis.
- To collate and enter all salary sacrifices, childcare vouchers and attachment of earnings order onto the employee payroll record.
- To deal with Maternity/Paternity applications, calculating annual leave entitlements organising H & S risk assessments and action any points raised.
- To calculate, monitor and maintain employee maternity and paternity eligibility and payment for each payroll process.
- To manage the enrolment, administration and reporting of the three pension schemes
- To journal third party payments onto the ledger to facilitate the finance department to process payment by BACS.
- To upload BACS file to Finance Department to process salary payments.
- To generate monthly breakdown reports and send by email to Operational management Team and Executive Team and third parties.
- To process payroll paperwork for leavers and provide HMRC and other third parties with termination information as required.

- To provide managers with their departmental payroll information as required.
- To complete ONS staff surveys and submit information quarterly.
- To produce year end reports for HMRC including P60's and P11D's and distribute to staff.
- To upload annual staff pay increases and implement yearly tax code changes.
- To extract required information from SAGE for entry into the annual LGPS spreadsheet and submit by email.
- To keep up to date with current employment law and legislation regarding HMRC and Pension regulations.
- To provide training for new and existing employees on the flexible working scheme and the Who's Off annual leave system.
- To assist with disciplinary/investigation hearings gathering evidence where necessary and producing minutes to be circulated for employee HR file and producing minutes following up on action points where necessary.
- To analyse the complaints to identify key trends.
- To attend and service meetings as requested by the HR Manager to include meeting invitations, booking of venues, taking minutes, preparing and circulating papers.
- To attend interviews as a member of the interviewing panel as requested by the HR Manager.
- To provide guidance/information/advice to OMT, ET and employees regarding policies and procedures.

Corporate Duties

- To provide excellent customer service to all internal and external customers and stakeholders
- To adhere to the organisations equality, diversity and inclusion policies at all times
- To provide general clerical support to the HR Manager as and when required covering holidays and periods of absence due to sickness
- To carry out such other duties and responsibilities as may reasonably be requested by the HR Manager or the Executive Team

This job description may be subject to modification or amendment at anytime following consultation with the post holder.

Note:

This job description is not intended to be an exhaustive list of procedures and tasks carried out by the post holder. In view of the changing demands of the Service, emanating from legislation, government initiatives, the duties may need to be reviewed and revised as deemed appropriate by the Assistant Director of Human Resources and Communications.

Personal Specification

Payroll and HR Officer

All criteria are **Essential** unless indicated otherwise

Qualifications:

- Educated to 'A level' level or equivalent
- Relevant HR or payroll qualification (i.e. CIPD) or equivalent through experience
- Evidence of continually developing professional knowledge.

Experience:

- Contributing to HR and/or Development teams.
- Delivering HR and/or payroll services in an organisation undergoing change.
- Providing a customer based service.
- Achieving challenging targets and objectives.
- Evidence of achieving excellence in review and delivery of services and commitment to continuous improvement.
- Experience of developing and implementing HR policies.
- Working with trades unions or staff consultative groups.
- Public sector or Housing Association experience (**Desirable**).

Knowledge/Skills:

- Good knowledge of all aspects of Human Resources and payroll.
- Business focussed approach to performance management.
- Up to date knowledge of best practice frameworks and key issues relevant to the post.
- Sound knowledge of performance management and how this contributes to business success
- Project management skills with an ability to plan, organise and prioritise effectively, in order to achieve targets and meet deadlines.
- Sound verbal, reasoning and written communication skills.
- Ability to speak and write in Welsh, or a commitment to learn.

Leadership and Management:

- Ability to inspire, develop and motivate staff.
- Promotes equality and diversity in all aspects of employment and service delivery.

Personal Qualities:

- A strong commitment to high quality customer service.
- Adopts a flexible approach to the requirements of the job.