**WEST YORKSHIRE FIRE & RESCUE SERVICE**

# JOB DESCRIPTION

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| **POST TITLE:** | Payroll Assistant |
| **GRADE:** | 4 |
| **RESPONSIBLE TO:** | Payroll Officer |
| **RESPONSIBLE FOR:** | None |
| **PURPOSE OF POST:** | Supporting the Finance Department by undertaking the day to day payroll functions and through the provision of a comprehensive administration service. |

##### MAIN DUTIES AND RESPONSIBILITIES

1. Validation of source information prior to input and subsequent audit of the Authority’s payroll relating to CPD, Allowances (including elected members), Temporary Promotions, Starters, Leavers, Sickness, Expenses, Overtime, Retained Holiday Pay, Maternity / Paternity and Adoption Leave and Detached Duty Payments.
2. Dealing with SAP payment queries through extensive liaison with internal stakeholders.
3. Supply monthly information required by National Statistics Office regarding the Authorities workforce and salary payments.
4. Calculate and maintain adequate records for payments such as NHS charges, Magistrates duties, Jury Service, acting up payments, overtime, additional travel expenses and processing these payments onto the system.
5. Calculate and maintain accurate records for deductions including car lease deductions, payroll loans, cycle to work and career breaks.
6. Maintain the detached duty payment system and process all claims relating to expenses, mileage and retained claims.
7. To ensure that secondments are re-charged to other organisations where appropriate.
8. Annual calculation and distribution of Subsistence Rates, travel allowances and training expenses.
9. Arrange and maintain records for employees relocation expenses ensuring that amounts claimed are within agreed limits.
10. Calculation and distribution of retained holiday pay.
11. Deal with correspondence relating to Department for Work and Pensions (DWP), and other relevant organisations and the subsequent inputting to SAP.
12. Provision of employee salaries to financial institutions in connection with mortgages, loans and tenancy agreements, ensuring Data Protection regulations are adhered to.
13. Calculate and process outstanding payments in relation to holiday pay for Whole-time/Retained Duty System and Green Book staff.
14. Monitor Sick Pay for staff on the Retained Duty System.
15. Administer the Childcare Voucher system incorporating the calculation and processing of vouchers onto the payroll system and the maintenance of the Childcare Voucher database.
16. Implementation of the payments and allowances relating to the CPD scheme. Ceasing payments while personnel are temporary promoted and reinstating on cessation of temporary promotion. Ceasing on permanent promotion.
17. Undertake payroll actions relating to temporary promotion – Increasing basic salary on notification of temporary promotion and reverting to original rank on cessation
18. Administer and maintain the Authority’s Lottery Scheme
19. Validation and processing of lease car payments, and the maintenance of lease car mileage spreadsheets.
20. Assist in the administration of the car lease scheme and production of P11ds including the annual review of benchmarks.
21. To assist the Payroll Officer in the provision of detailed budget monitoring reports on employee expenditure and propose corrective action where necessary.
22. Undertake regular monthly journals, including payroll re-allocations.
23. Assist in the administration of corporate credit cards and department purchasing cards.
24. Assist in the preparation of statutory returns including the publication of transparency data on the Authority’s website and the annual P11d submission.
25. To ensure compliance with the Authorities Standing Orders and Financial Regulations.
26. To assist in the maintenance of the corporate Finance and internal Finance Team site, ensuring it is fit for purpose and meets the needs of both Finance and its customer.
27. The raising and receipting of purchase orders on the OPEX purchasing system.
28. Attend and participate in meetings as required.
29. To Implement and promote the Authority’s:
30. Health and Safety policies
31. Equality and Diversity policies
32. Information Security Management System policies
33. Safeguarding policies
34. Business continuity policy and contingency arrangements
35. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
36. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
37. Responsibility for ensuring any data produced in relation to the post is accurate and current. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
38. To carry out any other appropriate duties as assigned by the Payroll Officer. This includes deputising for the Payroll Officer and ensuring the accurate and timely processing of payroll data by Kirklees council, working to time pressured and strict deadlines during the period end payroll closedown process.

**PERSON SPECIFICATION/SHORTLISTING CRITERIA**

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

Please list or number the person specification competency criteria against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria later during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

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|  | **Experience** | **Essential/ Desirable** | **Where Identified** |
| 1 | Extensive experience and sound knowledge of financial coding systems within a large and complex organisation. | Essential | Application & Selection Process |
| 2 | Experience of working in a busy office environment. | Essential | Application & Selection Process |
| 3 | Experience and use of various IT systems including Microsoft Word, Advanced Excel and Power point. | Essential | Application & Selection Process |
| 4 | Experience of data capture to produce accurate and reliable information. | Essential | Application & Selection Process |

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|  | **Education and Training** | **Essential/ Desirable** | **Where Identified** |
| 5 | Possession of a recognised financial or administrative qualification or extensive relevant experience | Essential | Application & Selection Process |
| 6 | Possession of / working towards a recognised financial qualification. | Desirable | Application & Selection Process |

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|  | **Special Knowledge and Skills** | **Essential/ Desirable** | **Where Identified** |
| 7. | A good understanding of Financial Regulations and Standing Orders | Essential | Application & Selection Process |
| 8 | An ability to compile and produce budget reports in an easy to understand format | Essential | Selection Process |
| 9 | Ability to work flexibly in relation to the needs of the post. | Essential | Application & Selection Process |
| 10 | Demonstrate commitment to good data quality in all areas of work. | Essential | Selection Process |
| 11 | Ability to use own initiative and work as part of a team. | Essential | Selection Process |
| 12 | Ability to prioritise own workload and delegate tasks to meet tight deadlines. | Essential | Application & Selection Process |
| 13 | High level of analytical and problem solving skills | Essential | Application & Selection Process |
| 14 | Ability to analyse and interpret data and reach robust conclusions | Desirable | Application & Selection Process |
| 15 | High level of written and oral communication and the ability to communicate effectively at all levels of the organisation. | Essential | Application & Selection Process |
| 16 | Demonstrate commitment to and understanding of the Authority’s Equality and Diversity policy | Essential | Selection Process |
| 17 | Demonstrate an understanding of an ability to implement Health and Safety in the workplace | Essential | Selection Process |

**Date updated February 2022**