

**LINCOLN COLLEGE
CORPORATE SUPPORT SOLUTIONS LTD
JOB DESCRIPTION**

Post Title: Payroll Officer **Grade:** CSS Scale 5
Post Number: CS0599P **Date:** March 2019
Line Manager: Payroll Manager **Daily Supervision:** Payroll Manager
Unit/School: HR

Job Purpose:

To assist in the provision of a responsive payroll service and ensure the effective administration of staff remuneration and establishment control.

Principal Duties and Responsibilities:

1. To assist the Payroll Manager as required.
2. To Deputise for the Payroll Manager during periods of absence.
3. To be responsible for the training, organisation and supervision of the Payroll Assistant/Apprentice, including conducting Performance Management Reviews.
4. To accurately input and check Payroll data on a monthly basis.
5. To provide administrative support for absence recording and monitoring.
6. To accurately respond to and deal with more complex payroll related queries from employees, department heads and external clients and to deal with any Sickness Absences/Maternity and Paternity queries in a timely manner.
7. To oversee the regular monthly audit checks on Sessional claims and Expense claims.
8. To provide relevant information and statistics as required.
9. To assist with transferring of employees across payrolls/ payroll implementation for new clients including parallel runs, cumulative figure checking and electronic data submission to HMRC via RTI, FPS and EPS
10. To complete annual AoC Surveys relating to staff & costing statistics.
11. To undertake all payroll and pension administration, ensuring the effective exchange of information between the College and TPA/Local Government/Royal London Scheme respectively.
12. To undertake pension monthly returns liaising with the pension providers to ensure the accurate and timely submission of the end of monthly and yearly reports.

13. To be the liaison between the pension fund providers and the client dealing with any queries, historical service issues and balancing issues from the fund actuary/County Council pension office and dealing with requests for information, redundancy and retirement estimates in a timely and accurate manner.
14. To work closely with the systems development officer in building, developing and maintaining the directorate reports. This includes reports within Business Objects as well as the build of reports within Microsoft Excel and other packages.
15. Assist in the maintenance the Computerised Payroll/HR System and provide ongoing support in its development.
16. To assist with internal and external pension audits when required
17. To assist with payroll system changes and element creation/alterations.
18. To provide generalist Payroll/HR administrative support.
19. To keep up to date with current legislation (HMRC, pension regulator) and to ensure effective communication of relevant legislation & pension changes to staff.
20. To update and maintain current and relevant information on the staff intranet payroll pages.
21. Responsible for overseeing the administration of the College computer purchase scheme and balance the account.
22. To input and retrieve information on computerised systems.
23. To undertake word processing/clerical duties.
24. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
25. To maintain professional standards and expertise by undertaking relevant professional development.
26. To maintain quality standards appropriate to the post
27. To conform with the Health and Safety requirements relevant to the post.
28. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

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PERSON SPECIFICATION**

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No	Requirement	Proposed Selection Method *
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Knowledge

1	Basic Payroll Qualification (desirable)	A/I/T
2	ECDL Level 2 spreadsheets	A/I/T

Skills/Abilities – Interpersonal

3	Ability to work as a member of a team	A/I
4	Good inter-personal skills	A/I
5	Good communication skills (written and oral)	A/I
6	High level of customer care	A/I
7	Ability to prioritise workload accordingly	A/I
8	The ability to work in a non-discriminatory manner	A/I

Experience

9	Experience in Payroll, including tax year end procedures	A/I/T
10	Experience in iTrent Software (Desirable)	A/I/T
11	Practical experience of using relevant software packages, i.e., Microsoft Word, Excel, Access, PowerPoint, Outlook.	A/I/T

Work Related Circumstances

12	The ability and willingness to undertake relevant staff development	A/I
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Skills/Abilities – Other

13	Good accuracy with data input	A/I/T
14	Excellent Organisational/Time Management skills	A/I
15	Ability to prioritise and meet deadlines	A/I
16	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

Prepared By: Alison Fryer
Designation: Payroll Manager

Date: March 2019

* A = Application Form I = Interview T = Test