

## Job Description

<b>Post Title</b>	<b>Payroll Assistant</b>
<b>Service Area</b>	<b>Finance</b>
<b>Team</b>	<b>Systems and Transactional</b>
<b>Grade</b>	<b>C</b>
<b>Reports to</b>	<b>Payroll Team Leader</b>
<b>Date prepared</b>	<b>January 2019</b>

### Job Purpose

1. To support the Payroll Team Leader and Systems and Transitional Manager to deliver a cost effective payroll service to Eastbourne BC, Lewes BC, and their Trading Companies.

### Key Tasks

1. To support the preparation of an efficient, timely and accurate payroll for both Councils and Trading Companies.
2. File all payroll and personnel documents correctly onto W360.
3. To accurately input all overtime, travel and expenses claims on to payroll system within monthly deadlines.
4. To input all sickness information for individuals on to the payroll; ensure all medical certificates are received and that all SMP is properly recovered from HMRC.
5. To action all staff tax codes received from HMRC and ensure they are accurately input on to the payroll system.
6. To provide of pension forms required by East Sussex County Council.
7. To input data for the election payrolls for Lewes and Eastbourne Councils.
8. To cover in the absence of the Payroll Team Leader and Payroll Officer in the production of the monthly BACs file to ensure that staff are paid on the correct date each month.

9. Carry out ad-hoc accounting or other projects as required to meet the demands of the service.

### **Corporate Accountabilities**

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To promote a culture that is supportive of the Council's purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council's activities.
4. To understand and apply the council's Data Protection and Data Quality policy and procedures.
5. Any other duties commensurate with the nature of the post.
6. Cover absence of other team members as appropriate.
7. You will be required to support the Borough Councils' corporate priorities and to ensure business continuity eg emergency response, elections, deployment to critical services.
8. Lewes District and Eastbourne Borough Councils' are committed to Safeguarding and promoting the welfare of children and adults at risk. The Corporate Safeguarding Policy and Procedures provides a framework within the Council, setting out responsibilities in relation to safeguarding and promoting the welfare of children and adults at risk.

The policy applies to all employees, councillors, volunteers and service providers that are commissioned by the council.

9. To work within the Council's Management and Core Competencies Framework(s). Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

### **Core Competencies**

Sharing the Vision - Shaping the Future	<ul style="list-style-type: none"> <li>• Understands the Council's purpose, context, goals, objectives and values, and is willing to behave consistently with them.</li> <li>• Knows the strategic direction of the Council and acts in support of it.</li> </ul>
Communicating Well	<ul style="list-style-type: none"> <li>• Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally.</li> <li>• Works positively to gain understanding from others.</li> </ul>

Driving Improvement Performance & Results.	<ul style="list-style-type: none"> <li>• Takes responsibility and ownership for decisions, actions and results.</li> <li>• Takes actions to improve skills, knowledge and level of contribution.</li> <li>• Seeks and delivers high standards for self, team and Council</li> </ul>
Self-Management	<ul style="list-style-type: none"> <li>• Self-motivated and professional.</li> <li>• Is organised and uses time and technology efficiently.</li> <li>• Adopts a flexible approach to change</li> </ul>
Delivering for our Customers	<ul style="list-style-type: none"> <li>• Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers, generating high levels of customer satisfaction</li> </ul>
Working Together	<ul style="list-style-type: none"> <li>• Actively contributes to team working, sharing information, valuing the input of others.</li> <li>• Works co-operatively and is committed to building, productive, positive relationships.</li> <li>• Demonstrates commitment to achieving overall team objectives</li> </ul>

**This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.**

## PERSON SPECIFICATION

### QUALIFICATIONS

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Good standard of general education including GCSE at grade C or above or equivalent in English and Maths</li></ul>	<ul style="list-style-type: none"><li>• Payroll qualification.</li></ul>

### TRAINING

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Microsoft Outlook, Excel and Word</li><li>• Willing to undertake relevant training</li></ul>	

### SKILLS & ABILITIES

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Able to effectively organise own and team workload to meet deadlines.</li><li>• Ability to prioritise, meet deadlines and work effectively under pressure.</li><li>• Good communication skills both written and verbal to include report writing, presentation and influencing skills.</li><li>• Decision making and problem solving,</li><li>• Committed to high standards of performance and quality.</li><li>• Strong Team player</li><li>• Ability to build positive relationships with colleagues at all levels.</li><li>• Accuracy and attention to detail.</li><li>• Ability to deal with personnel and sensitive work confidentially.</li><li>• To act with dignity when representing the Council.</li><li>• Resourceful, innovative, organised and IT literate.</li></ul>	

### KNOWLEDGE

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Working knowledge of Microsoft</li></ul>	

Office <ul style="list-style-type: none"> <li>• Data Protection</li> <li>• Pensions administration</li> <li>• PAYE</li> <li>• Statutory Deductions.</li> </ul>	
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## EXPERIENCE

<b>Essential</b> <ul style="list-style-type: none"> <li>• Experience of working in an office environment</li> <li>• Experience of work in payroll</li> </ul>	<b>Desirable</b>
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## PHYSICAL, LEGAL AND OTHER REQUIREMENTS

<b>Essential</b> <ul style="list-style-type: none"> <li>• Works within the Council's Core Competency and Management Frameworks</li> <li>• An engaging, enthusiastic and positive manner with a strong "can do" approach</li> <li>• Be occasionally available to work additional hours outside of normal working hours</li> <li>• Ability to travel to Lewes and Eastbourne</li> <li>• Willingness to develop skills and knowledge in other areas to provide flexibility within the service</li> </ul>	<b>Desirable</b>
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***All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.***

# TERMS AND CONDITIONS

## TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

### Duration

This is a permanent contract.

### Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band C.

### Salary

The spinal column points (SCP) for the post are as follows:

SCP 6	£19,547
SCP 7	£19,938
SCP 8	£20,337
SCP 9	£20,744

### Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

### Place of Work

You will be based at Southover House, Southover Road, Lewes, BN7 1AB and/or 1 Grove Road, Eastbourne, BN21 4TW, but you may be required to work anywhere within the Shared Services boundary.

### Agile Working

The Councils have been offering flexible working for some years and is committed to extend agile working with the introduction of office based working, mobile working, flexible and home working. This role has been categorised as:

- Flexible/Office. Works predominately from Southover House and 1 Grove Road offices with cross-site and home working.

Working arrangements for mobile, flexible/mobile and flexible/office workers will vary during the induction/ probationary period and will be reviewed at six monthly intervals.

### Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

### **Annual Leave**

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

### **Notice Period**

The contract of employment applicable to this post will specify a minimum period of one calendar month to be given by either side.

### **Pension**

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2019 are:

<b>Pay Range</b>	<b>Contribution</b>
Up to £14,400	5.5%
£14,401 - £22,500	5.8%
£22,501 - £36,500	6.5%
£36,501 - £46,200	6.8%
£46,201 - £64,600	8.5%
£64,601 - £91,500	9.9%
£91,501 - £107,700	10.5%
£107,701 - £161,500	11.4%
More than £161,501	12.5%

The pay ranges will be increased each year from 01 April in line with inflation.

Based on the salary for this role, the contribution will be 5.8%