

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job Description:	Payroll Manager
Service:	Policy and Governance
Team:	HR
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	HR Manager
Responsible for:	N/A
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence, working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success.
Fairness	In Waverley we value fairness and respect, working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration, with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership, where everyone feels personally committed to issues at hand and is working towards a positive outcome
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> • To manage and deliver an accurate and smooth running monthly payroll of circa 500 employees • To be the council lead on all payroll matters and legislative changes including pensions • To work within the HR team whilst managing the HR and payroll systems • To support the HR Manager to deliver accurate advice on all pay and pension issues 	

MAIN DUTIES AND ACCOUNTABILITIES

Payroll

- Lead on the Council's payroll function
- To manage and run the monthly payroll for the Council ensuring accuracy and timely processes are adhered to
- Ensure that correct controls and authorisations are in place for all changes
- Be accountable for all payroll processes, including overtime claims, business expenses, pension scheme, voluntary deductions to pay, operation of occupational sick pay scheme, calculating and paying statutory sick pay, calculating and paying occupation and statutory maternity pay, reconciling PAYE and National Insurance.
- Lead on statutory returns and processes relating to payroll.
- Lead on annual or one-off projects which involve changes to pay, including staff redeployments, secondments, annual holiday buy and sell scheme, removal and addition of pay allowances, communication and implementation of staff pay awards.
- Maintain a high level of compliance with best practice and current payroll legislation – advising the HR Manager and Head of Policy and Governance on any changes.
- Work closely with other HR Team Members to ensure that changes to pay are made accurately smoothly and in a timely manner
- To comply with pay audits
- To be familiar with and ensure decisions made adhere to the Waverley Borough Council pay policy

HR

- Liaise with the HR Business Partner on matters which arise out of long term sickness or reaching a trigger point as part of the Fit to Work Policy
- To carry out testing of iTrent upgrades and service packs, when required to do so

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.
- Any other duties or projects identified that are commensurate with the post

DIMENSIONS OF THE ROLE

- Annual payroll salary of circa £15, 000,000

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

Payroll

- To be accountable for and manage the payroll for all staff and councillors
- To be the council lead on all payroll matters and interpret and advise The Council on any new payroll related guidance and legislation, including pensions
- To make regular checks on pay roll accuracy

- To implement changes to pay roll including annual pay awards

HR

- To work closely with the HR team including the HR Manager understanding and implementing pay changes in a timely manner
- To have an understanding of HR processes and the impact they have on pay particularly changes to contracts.

PLANNING/ORGANISING/CONTROLLING

Payroll

- Interpret and advise The Council on any new payroll related guidance and legislation.

CUSTOMERS AND CONTACTS

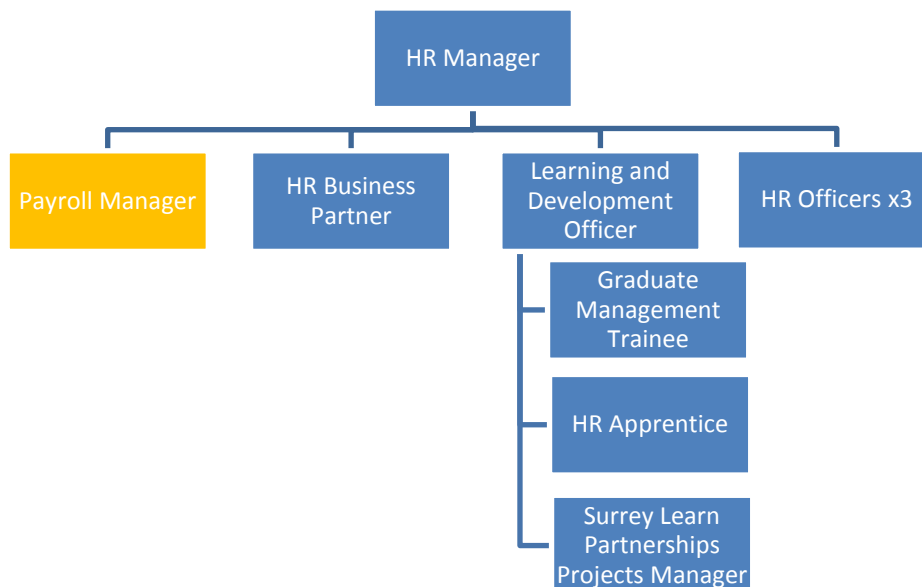
INTERNAL

Executive Director (projects), Directors (projects), all senior officers (recruitment), all Councillors(expenses) and all staff(payload).

EXTERNAL

- HMRC, Surrey County Council (pensions, DWP, potential applicants, agencies, suppliers, contractors). Representational role with a wide range of organisations at a senior level, including the Government, Surrey County Council, Town and Parish Councils, the media, local MPs, elected members of Town and Parish Councils and community groups

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, with examples, **all essential criteria** within their application form marked **A/I, A/I/E, A/I/C** to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	Significant payroll experience and knowledge of legislation relating to PAYE, statutory sick and maternity pay, NI and HMRC rules	A/I	Payroll and/or accountancy qualification	A/C
	Excellent levels of numeracy and literacy	A/I		A/C
KNOWLEDGE /TECHNICAL SKILLS	Excellent IT skills, including being able to maximise the use of a HR/payroll systems	A/I	iTrent user, system and configuration knowledge	A/I
	Ability to run a payroll	A/I	Experience of working in local government	A/I
	Ability to run reports, analyse data and have excellent report writing skills	A/I	Knowledge of Safeguarding	A/I
	Understanding and proven experience working on payroll within an HR setting and ensuring that HR processes impacting on pay, particularly changes to contract are implemented accurately	A/I		
COMMUNICATION	Ability to influence and negotiate with colleagues at all levels in a confident and diplomatic way, including those more senior e.g. Head of Service	A/I		

CUSTOMER SERVICE	Excellent customer service skills for both internal and external customers	A/I		
	Diplomacy, tact and a commitment to confidentiality	A/I		
	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	I		
TEAM WORKING	Ability to work within the team building positive relationships. Ability to work with pay roll partners to deliver excellent service.	A/I		
MANAGING SELF AND OTHERS	Ability to effectively organise, plan and prioritise the resources of the team and own work load to meet deadlines	A/I		
	Demonstrable experience of reviewing and improving processes	A/I		
CAN DO APPROACH / ACHIEVING RESULTS	Ability to work under pressure and manage conflicting demands.	A/I		
	Good decision-making skills.	A/I		
	Ability to work extremely accurately and methodically	A/I		
	Ability to work collaboratively	A/I		

SPECIAL REQUIREMENTS	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	A/I		
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How assessed

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

For Official Use only			
Job title:	Payroll Manager	Post no:	
Service:	Finance	JE score:	389
Team:	Employee Services	Pay band:	
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Part time 21 Hours, working pattern to be decided
Competencies: (level 1 – 4)	Communication:	3	
	Customer Service:	3	
	Team Working:	3	
	Managing Self and Others:	3	
	Can do approach/Results	3	
REVIEWED BY:	<i>Jen Bannister</i>	DATE:	
CHECKED IN:	HR	DATE:	
LAST UPDATED:	Aug 2020	DATE:	