



ADUR & WORTHING  
COUNCILS

## Job Description & Person Specification

<b>Authority</b>	ADC
<b>Directorate</b>	Sustainability and Resources
<b>Post Title</b>	Payroll Officer
<b>Post Number</b>	44468
<b>Accountable to</b>	Payroll Manager
<b>Key leadership relationships</b>	<p><b>Internal:</b> Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p><b>External:</b> Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
<b>Work style</b>	This role falls within the Blended Working Policy
<b>Last updated</b>	

## Job Description - Principal purpose of job (role summary)

To ensure the efficient production of the monthly payrolls in a timely and accurate manner, in accordance with the Council's policies and procedures whilst in cooperation with the Payroll Manager.

The applicant should have some experience of payroll processing and a detailed knowledge of PAYE, National Insurance and other statutory deductions. You should have a high level of numeracy.

The Council will support professional training in a payroll qualification if you are interested in developing your career further.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

## Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working

Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan

Act with honesty and openness, and be brave enough to contribute your ideas and get involved

Bring your passion for delivering a high quality service for our residents to your role

Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow

Live how we work with each other and our customers:

- We listen
- We say what we think & do what we say
- We are inclusive & kind
- We are ambitious
- We think & act beyond ourselves and our service
- We are a team

Promote the service and Councils positively at all times

## Role specific Duties and responsibilities

To accurately input into the payroll system in accordance with statutory and contractual obligations and timescales, ensuring the integrity of all such data.

Prepare and maintain pension records and forms for West Sussex County Council

Completion of statistical returns and surveys as appropriate

To support the administration of Car loans, Casual and Essential car users, monitoring and

checking vehicle documentation as required
To support the payment of member's allowances and expenses contributing to guidance provided to members and answering any queries raised promptly
Maintain sickness records
Support the financial compliance function in relation to PAYE, other legislation and internal policies, developing knowledge and understanding of these to enable salary progression through the grade
Perform filing, scanning and clerical duties as required
To ensure that all statutory, pension and voluntary payroll deductions are paid to external bodies on time and that appropriate systems are in place to ensure this
To ensure that information is supplied to audit in a timely manner and that all audit queries are addressed.
Distribute payslips
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

## Person Specification:

<b>Participative</b>	<p>Make sure that you embrace all opportunities to have your say and recognise the importance of your colleagues taking the opportunity to be heard too</p> <p>Ability to share knowledge and learn from others</p>
<b>Adaptive</b>	<p>Ability to thrive in an adaptive environment on a continuous improvement journey of change</p>
<b>Resilient</b>	<p>Understand the part you play in your team and the organisation as a whole, recognising your importance to our success</p> <p>Ability to bring passion to your work</p> <p>Ability to recognise and support your own wellbeing needs and ask for help when you need it</p>

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>GCSE in English and Mathematics at grade C or above (or an equivalent grade)</p>	
<b>Knowledge &amp; Experience</b>	<p><b>Technical</b></p> <ul style="list-style-type: none"> <li>● Detailed knowledge of tax, National Insurance and other statutory deductions.</li> <li>● Experience of computerised payroll preparation.</li> </ul> <p><b>Administrative</b></p> <ul style="list-style-type: none"> <li>● High level of numeracy and accuracy</li> </ul>	
<b>Communication &amp; Relationship</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>● Ability to work in a small team and to work alone.</li> <li>● Tact and diplomacy when communicating with employees and managers.</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>● Ability to communicate with outside bodies such as Inland Revenue and Department of Work and Pensions</li> </ul>	
<b>Analytical</b>	<p>Ability to keep calm and focused when under pressure.</p> <p>Demonstrated mathematical and analytical knowledge the ability to choose the right mathematical methods or formulas to solve a problem</p>	
<b>Planning/ Organising</b>	<p>Ability to organise and prioritise work load to meet deadlines.</p>	

	Filing skills.	
<b>Other requirements</b>	<p>Previous experience with payroll systems</p> <p>Proficient IT skills, particularly in Microsoft Office \ Google packages (Word, Excel, Outlook, PowerPoint or Google equivalents)</p> <p>Valuing kindness and compassion in the workplace</p> <p>Acceptance of political restriction</p> <p>Able to travel within the Adur and Worthing Districts</p>	<p>Knowledge of Civica's HR/ payroll system.</p>