

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Payroll, Pensions and Budget Team - Human Resources
Post	Assistant Payroll Manager
Post No	NU077
Grade	Grade 8 (pending job evaluation)
Location	SWFRS, HQ
Responsible to	Payroll Manager
Responsible for	Payroll Officers * 2

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

To support the Payroll Manager and the Team in ensuring that all procedures are followed, which enable the timely payment of salaries, mileage and expenses, to employees of South Wales Fire & Rescue Service and to support the wider Human Resources Department, as appropriate in the delivery of a professional service.

DUTIES AND RESPONSIBILITIES

1. On a day to day basis support the Payroll Manager in managing the team and its workloads and deputise when required.
2. Provide day-to-day supervision of the Payroll Team by assisting, the Payroll Manager, with the co-ordination and direction of the teams' duties and responsibilities by monitoring standards and outputs.
3. To undertake periodic training of payroll staff on new systems, processes, Conditions of Service etc.
4. Assist the Payroll Manager with the Payroll End of Year Process during March of each year.

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Author: Accountant – Payroll, Pensions & Budget Manager

5. To plan payroll related deadlines, ensuring adequate resources are available within the Payroll function and also supporting other teams in ensuring that they can also meet these deadlines.
6. To follow and action Fire Authority policies that relate to any payments and ensure that all team members are aware of these policies'.
7. To respond to and resolve pay related queries, supporting team members in doing so, when required, whilst providing advice, guidance and support for line managers and employees relating to Payroll issues.
8. Responsible for ensuring the monitoring and efficient record keeping, by all team members, for all Fire & Rescue Service employees.
9. To assist in developing, co-ordinating, monitoring and reviewing the policies and procedures relating to payroll, as and when required.
10. To contribute to the development of improved reporting procedures, to maximise the effective and efficient delivery of services in the most cost effective way.
11. To assist in developing and maintaining strong performance management indicators, relating to Payroll and to support, the Payroll Manager, with the quarterly and annual reporting against these indicators.
12. To maintain the Services electronic payroll system and ensure that Payroll Team Members can correctly apply procedures that relate to salaries, allowances, supplements and other types of payments.
13. To maintain an understanding of changes to employment legislation and how these may impact on the Payroll function.
14. To ensure that team members keep up to date with Data Protection (GDPR) Legislation and the implications that this has on the management of an effective payroll service.
15. Support and assist other members of the Payroll Team, in resolving issues/queries that may arise from the processing of a change through the Core HR system and when necessary to open cases on the providers Live Support Helpdesk, in order to progress to a solution.
16. To provide support and resilience to other teams, with regards the CoreHR system. This will involve use of additional modules such as CorePersonnel, CoreTime or E-Recruitment.
17. Understand and apply Local and National Conditions of Service, for all categories of staff, advising all Directorates/Departments and Sections accordingly using the following bulleted regulations:
 - NJC for Local Authority Fire Services
 - NJC for Engineering Craftsmen
 - NJC for Local Government Employees
 - NJC for Youth Workers
 - Gold Book Members
 - Locally agreed conditions.

18. Keep up to date with all aspects of Statutory and Occupational payments, such as :
 - Statutory and Occupational Sick Pay,
 - Statutory and Occupational Maternity Pay,
 - Statutory Shared Paternity Pay etc.
19. To be fully conversant with the legislation, regulations and application of PAYE, National Insurance and have a basic understanding of the Services Pension Schemes and ensure they are applied correctly by the Payroll Team.
20. Ensure that all records are updated accurately and maintained in accordance with the Services recognised retention schedule.
21. Ensure the timely and correct processing of monthly payments such as overtime, acting up and expenses, by the Payroll Team.
22. To calculate and approve any over and under payments and action as necessary, following procedures laid out by the Service.
23. To approve and prepare individual salary cheque payments.
24. To approve and prepare BACS payments both relating to the normal monthly pay run and also emergency BACS payments that need to be made outside of the normal payment process. Liaise with the Finance Department to ensure that these payments are made correctly.
25. Liaison with external agencies with regards to Attachment of Earnings and Court Orders issued by relevant bodies, such as, CSA, Courts of Law, Local Authorities.
26. To deal with queries/requests for information from employees, other internal departments or external organisations, such as the Finance Section, Department of Work and Pensions; Courts, etc. or for audit purposes, as and when requested.
27. To assist in developing and maintaining a robust and functional ICT strategy that maximises the use of technology to deliver a self-service human resource transactional service in respect of Payroll.

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.

- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient



**SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION**

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Within the Additional Information Section on the Application Form, it is important that you **address each of the Criteria highlighted and marked with an Asterisk*** on the Person Specification below. Within the Application Form we will also need to be able to identify that you have any Essential Qualifications recorded on the Person Specification.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	Recent demonstrable payroll experience – minimum 3 years*	Essential*	Application/ Interview*
	Relevant Payroll qualification	Desirable	Application
Knowledge/ Experience	Extensive knowledge and experience of payroll processes and procedures (including PAYE, NIC, and HMRC regulations, SMP, SPP and SSP).*	Essential*	Application/Test/ Interview*
	Experience of Microsoft Office applications (e.g. Word, Excel, Outlook, and PowerPoint)*.	Essential*	Application*/ Test/ Interview
	Knowledge of Local Government (Green Book) and National Fire and Rescue Service (Grey Book) terms and conditions.	Desirable	Application/ Interview
	Experience of managing a busy payroll team and delivering training/updates on changes in legislation or working practices.*	Essential*	Application /Interview*
	Current knowledge of Data Protection Act (GDPR) and the practical implications.*	Essential*	Application/ Interview*
	The ability to communicate through the medium of Welsh.	Essential*	Application
		Desirable	
Personal Style	An understanding and respect for matters of diversity and the ability to adopt a fair and ethical approach to others.	Essential	Application/ interview
	Ability to work in full compliance with current condition of service and legislative guidance, whilst respecting any sensitive data that is presented.	Essential	Application/ Interview

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	<p>Able to maintain a confident and resilient attitude in highly challenging situations.*</p> <p>Ability to deliver high standards when faced with large quantities of work, with tight timescales*.</p> <p>Proactive in supporting change, and the ability to adjust approach to meet changing requirements.</p>	<p>Essential*</p> <p>Essential*</p> <p>Essential</p>	<p>Application Form/Interview*</p> <p>Application Form/Interview*</p> <p>Application/ Interview</p>
Intrapersonal	<p>Commitment and ability to develop self and others to achieve organisational effectiveness.</p> <p>Ability to communicate to a wide audience both internally and externally at all levels, in a confident manner.</p> <p>Ability to manage, involve and motivate others whilst dealing with conflicting demands*.</p>	<p>Essential</p> <p>Essential</p> <p>Essential*</p>	<p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application Form/Interview*</p>
Task	<p>Ability to lead others to achieve excellence by the establishment, maintenance and monitoring of performance related indicators.*</p> <p>Ability to understand and apply relevant information to make appropriate decisions and create practical solutions.</p> <p>Ability to create and implement effective team plans in line with departmental/organisational objectives.*</p>	<p>Essential*</p> <p>Essential</p> <p>Essential*</p>	<p>Application/ Interview*</p> <p>Application/ Interview</p> <p>Application*/ Interview</p>