

Gwasanaeth Tân ac Achub
De Cymru



South Wales
Fire and Rescue Service

**Assistant Payroll Manager
People Services Directorate**

Post No: NU077

GRADE 8 SALARY: £ 23,866 - £ 25,463 per annum

PERMANENT

(Please note all salaries are subject to job evaluation)

37 hours per week (flexible working scheme)

South Wales Fire & Rescue Service is one of the leading Fire & Rescue Services in the UK and the largest of the 3 Fire & Rescue Services in Wales. Our Service area stretches from Chepstow, in the east to Port Talbot, in the west and from the south coast of Wales to the Brecon Beacons, in the north. We operate from 49 fire stations across the Service area and our Headquarters, where this post is based, is Llantrisant.

Is this you?

We are looking for an experienced, professional, enthusiastic and organised person to work within our busy Payroll, Pensions & Budget Team. This role will support the Payroll Manager and has responsibility for the day to day management and support of 2 Payroll Officers and the processes that this team are responsible for on a daily basis.

These include but are not limited to ensuring monthly pay run deadlines are achieved, managing daily staff resourcing, monitor pay related performance management indicators, maintain the Services electronic payroll system, ensure the correct application of Terms and Conditions and salaries as laid out by the National Joint Council, calculate any under or over payment of salaries, prepare BACS payments and ensure monthly submissions of the FPS and EPS returns to HMRC.

Additionally, experience in calculating statutory and occupational payments such as Sick, Maternity and Parental Leave types. Liaison with external agencies, such as Her Majesties Court Service, HMRC, CSA and Local Authorities is also key to this role, so an excellent customer service approach is essential. This role also involves providing key information to managers of the Service.

Our Service looks to reward our talent with a comprehensive package, including a competitive salary, flexible working, up to 35 days annual leave (plus bank holidays), excellent pension options and retail discounts. Welsh language skills are desirable, but not essential for this post.

More details in relation to this position can be found in the Job Description and Person Specification or for further information, please contact Clare Smith, Payroll Manager on 01443 232078 or Kim Jeal, Accountant (People Service) on 01443 232189. Alternatively you can email us at c-smith@southwales-fire.gov.uk or k-jeal@southwales-fire.gov.uk.

An Application Form, Job Description and Person Specification can be downloaded from the Working for Us /Latest Vacancies page of our website at www.southwales-fire.gov.uk. The closing date for receipt of application forms is: 28/03/2019 at 12:00 mid-day. Completed applications should be returned to: The Recruitment and Resourcing Team, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX or via email: personnel@southwales-fire.gov.uk The date for the selection stage is to be confirmed.

The successful candidate will be required to undertake a Drug and Alcohol Test and a Disclosure and Barring Service Check prior to an appointment being made.

This document is also available in Welsh. You are welcome to communicate with us in either English or Welsh. Application forms submitted in Welsh will not be treated less favourably.

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.