



## **PAYROLL OFFICER - GRADE 6**

**SALARY: £19,819 - £21,074 per annum**  
**(Please note: all salaries are subject to job evaluation)**

**Permanent: 37 hours per week**  
**Post Number: NU078**

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 a professional, enthusiastic and organised person to work within our busy Payroll, Pensions & Budget Team. The Payroll Officer will be responsible for providing an effective payroll service for all staff across South Wales Fire & Rescue Service.

The successful applicant will be an experienced individual to become a key member of a payroll team, who is committed to accuracy and efficiency, ensuring that all deadlines are met in a timely manner, whilst adhering to all statutory regulations. In return, you will be able to share your experience and knowledge, learn a lot, work with great people and have some fantastic opportunities to get involved with new ideas.

### **How can I make a difference?**

Assist the Payroll Manager in delivering a professional payroll service to all employees and managers of South Wales Fire & Rescue Service. You will be responsible for the processing and reviewing of employees' payroll records, ensuring that all payments and deductions are correct and raising, with the Payroll Manager/Assistant Payroll Manager any issues identified, in order that they can be corrected.

Tasks include, but are not limited to timesheet processing, Excel databases, contract changes (checking starters, leavers and changes to contracts), absence checking (maternity and sickness), checking the accuracy of employee pension contributions, checking electronic Expenses claims, answering and dealing with queries from employees, colleagues and external agencies.

Communication will be key within this role as we pride ourselves on providing a professional and effective service to all our customers, so you will be expected to respond in a friendly and timely manner to payroll queries from staff, the wider department and other stakeholders.

You will contribute to a team committed to continuous improvement and help to identify, explore and implement opportunities for improved efficiency.

For this role a **"difference maker"** will have, recent experience of working in a payroll team, the ability to record and process data accurately using various systems, a methodical approach to handling data from various sources, excellent numeracy skill, knowledge and experience of working with Excel, Word and Outlook. Welsh language skills are desirable, but not essential for this post.

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.

The successful candidate will be subject to a satisfactory basic criminal record check and be required to undertake a Drug and Alcohol Test, prior to an appointment being made.

More details in relation to this position can be found in the Job Description and Person Specification. Should you have any additional enquiries, you are invited to contact the Line Manager, Kim Jeal on e-mail: [k-jeal@southwales-fire.gov.uk](mailto:k-jeal@southwales-fire.gov.uk) or phone 01443 232189.

An Application Form, Job Description and Person Specification can be downloaded from the Latest vacancies page of our website at [www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk) Completed applications should be returned via e mail to: [personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk) or by post to The Recruitment and Assessment Team, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX.

Please note we do not accept CVs.

**The closing date for receipt of applications is: 15/03/2019 at 12:00 mid-day.**

All documentation is available in both in English and in Welsh and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably.

**SWFRS 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.**

