

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Payroll, Pensions and Budget Team - Human Resources
Post	Payroll Officer
Post No	NU078
Grade	7
Location	FSHQ
Responsible to	Assistant Payroll Manager
Responsible for the Supervision of:-	N/A

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

Ensure 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. Be able to 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.
2. To provide advice, guidance and support for line managers and employees relating to Payroll issues.
3. To plan for, and adhere to, Payroll related deadlines.

4. Keep up to date with all aspects of the Statutory and Occupational payments, such as :

- Statutory and Occupational Sick Pay,
- Statutory and Occupational Maternity Pay,
- Statutory Shared Paternity Pay etc.,

Ensuring that payment rules are applied correctly and the relevant documentation has been received and actioned correctly.

5. Ensure that all records are updated accurately and maintained in order to monitor different types of payments and apply appropriate processing strategies.
6. To be conversant with the rules and regulations relating to PAYE, National Insurance and have a basic understanding of the Services Pension Schemes and how to apply appropriate solutions within Payroll.
7. Follow and action Fire Authority policies that relate to any payments.
6. To maintain the Services electronic payroll system and ensure that the correct procedures are applied when relating to salaries, allowances, supplements and other types of payments. Additionally, when overtime, acting up and expenses are being processed.
7. To ensure all procedures relating to the payment of salaries and wages are implemented, accurate records are maintained and checked regularly.
8. To highlight any over and under payments and action as necessary, following procedures laid out by the Service.
9. To prepare individual BACS payments, for approval by the Payroll Manager or Assistant Payroll Manager.
10. To provide support and resilience to other teams within the HR Department, in relation to the CoreHR system. This will involve use of additional modules such as CorePersonnel, CoreTime or E-Recruitment.
11. 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.
12. Monitoring and maintenance of accurate records, for all Fire & Rescue Service employees.
13. 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.
14. 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.

15. Keep up to date with Data Protection Legislation (GDPR) and the implications that this has on the maintenance of an effective payroll service.
16. Assist with and support the wider Human Resource activities commensurate with the grade, when required.

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 using the same, 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