

## **OUTH WALES FIRE AND RESCUE SERVICE**

### **JOB DESCRIPTION**

<b>Department</b>	Payroll
<b>Post</b>	Payroll Apprentice (1 year Apprenticeship)
<b>Post No</b>	503024
<b>Grade</b>	4
<b>Location</b>	FSHQ
<b>Responsible to</b>	Payroll Manager and Assistant Payroll Manager

**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 assist the Payroll and Pensions functions to provide a quality and professional Human Resources service to the South Wales Fire and Rescue Service and its members, past, present and future, in a committed and flexible manner and to agree to undertake the qualifications highlighted below, whilst being fully supported by the Team.

#### **DUTIES AND RESPONSIBILITIES WHILST UNDERDAKING THE APPRENTICESHIP ROLE:**

1. To assist with the general administration duties relating to the Payroll and Pensions functions and when required by the wider team. E.g. Distribution of department mail, dealing with general enquiries, photocopying etc.
2. To assist the Team with payroll/pension specific tasks such as, sending out payslips, P45s, P60s and P11D forms. Filing both electronic and paper formats and the administration of email inboxes, which enables the Team to function efficiently.
3. Ensure the department's stationery and other consumable levels are maintained by liaising directly the Business Support Team.
4. Some Input of Payroll data will be required, after full training is provided. For example, Overtime claims, standby allowances and any other timesheet entries that arise on a monthly basis.
5. After training is given, in the use of the Services HR/Payroll system, provide resilience, when required to other users of the system, including the use of other modules such as CorePersonnel, CoreTime or E-Recruitment.

6. Work closely with all HR staff, to support one off exercises/projects, when appropriate and required.
7. Assist the Payroll Team in ensuring that they can deliver an effective and efficient Payroll service in the most cost-effective way.
8. Assist in maintaining robust and functional IT systems that maximises the use of technology to deliver, as far as possible, a self-service human resource transactional service.
9. To maintain confidentiality at all times, with cognisance of the General Data Protection Regulation (GDPR) legislation.

**IN ADDITION TO THE ABOVE DAY TO DAY DUTIES, THE SERVICE WILL PROVIDE AND FUND AN ACCREDITED CIPP PAYROLL TECHNICIAN CERTIFICATE:**

1. The above qualification will be delivered online over a 26-week period.
2. 1 day per week will be allocated, as a learning day and will be undertaken at Fire Service Headquarters.
3. After completion of the 26 weeks learning period there will be 2 assessments set by the CIPP.
4. Dependant on appointment date into this Apprenticeship role, it is envisaged that the learning dates will be agreed with the successful candidate and are likely to commence approximately 2 months after starting with the Service and will be 1 day per week.
5. Some of the topics covered as part of the formal qualification are:
  - National Insurance
  - PAYE
  - Statutory Sick Pay
  - Statutory Parental Payments
  - Statutory Deductions
6. The link below is where you will find information on the qualification being provided and its content. Please ensure that if you apply for this role, you understand and commit to the learning required over the 26 week period. <https://www.cipp.org.uk/study/ptc.html>
7. As you progress through your learning topics, we will supplement this with involvement in real life cases, as and when they are being processed through Payroll. This will enable you to gain supported relevant experience.

**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

