



Job Description

Service:	HR & Payroll
Job title:	Payroll & Systems Advisor
Grade:	Grade F
Hours of work:	37
Responsible to:	Payroll & Systems Manager
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	

Purpose of Post:

The Payroll & Systems Advisor plays a key role in delivering an accurate, timely, and customer-focused payroll service for the District Council, along with maintenance and support for the HR & Payroll system. The role will be responsible for end-to-end processing of payrolls for Council employees, casual staff, Councillors and elections, ensuring compliance with local policies, statutory legislation and local government pension regulations.

The postholder will also be deputising for the Payroll & Systems manager in their absence.

Key Deliverables:

Payroll Processing

- Ensures the accurate and timely end-to-end processing of all payrolls.
- Maintain and update employee records, with responsibility for data input to the HR / Payroll system, including new starters, leavers, contractual changes, temporary changes, along with any other data required.
- Administer and review statutory payments for SMP, SSP and others.
- Administer and review benefit applications, such as AVC's and Company Cars.
- Apply the local government pension scheme parameters and review regularly.
- Calculate and review all changes for accurate output, ensuring compliance with local policies, HMRC legislation and LGPS regulations.
- Run and reconcile monthly pay cycles, reviewing exceptions reports and processing BACS and RTI submissions.
- Calculate manual payments as required.
- Assist with 3rd party payments and reporting, including year-end processes and P60's.
- Ensure GDPR compliance at all times.
- Contribute towards continuous improvement.

Support and Guidance

- Respond to queries in a timely and supportive manner, liaising with employees, managers, HR and 3rd party providers.
- Assist with pensions management and liaising with scheme administrators.
- Support the wider HR team with reporting and queries.
- Support and guide colleagues on systems use.
- Assist with payroll audits, both internal and external.
- Deputise for the Payroll & Systems Manager in their absence.

Systems Administration

- Day to day systems administration, being the SME point of contact for colleagues, providing functional and technical support for all modules.
- Create and maintain user accounts, ensuring security access applied appropriately.
- Maintain the organisation structure in the system, create / update positions and monitor reporting lines.
- Monitor the service cloud portal for future releases and important updates.
- Review impact analysis documents for upgrades and update colleagues on changes.
- Lead with testing new features, upgrades, developments and configuration.
- Troubleshooting issues and liaising with the system provide to resolve.
- Maintain / develop user guides and support systems users with training where required.
- Deputise for the Payroll & Systems Manager as required.



- Contribute towards system and process improvements.

This job description is only a guide to the range of duties involved. The post holder will be required to be flexible and adaptable to demand and service changes or duties that may be required from time to time and developments within HDC.

<p>Knowledge and Qualifications</p> <p>The minimum knowledge required to undertake this role and any qualifications or training essential for the role</p> <p>(E) Essential (D) Desirable</p>	<ul style="list-style-type: none"> • CIPP Payroll Specialist Certificate Level 4, or equivalent relevant experience. (E) • Strong understanding of payroll, HMRC and pensions legislation. (E) • Technical understanding of integrated HR/Payroll systems (E) • Proficient use of MS Office, inc. Excel. (E) • Knowledge of the Local Government Pension Scheme (LGPS). (D)
<p>Experience</p> <p>Experience the person would need to do the job</p> <p>(E) Essential (D) Desirable</p>	<ul style="list-style-type: none"> • Significant, hands-on experience processing complex end-to-end payrolls. (E) • Strong all round IT skills with experience of technical HR/Payroll systems administration (E) • Understanding of wider HR processes and impact on systems (E) • Experience within a local government environment. (D) • iTrent systems knowledge. (D)
<p>Skills and Abilities</p> <p>Specific skills the applicant would need to do the job</p> <p>(E) Essential (D) Desirable</p>	<ul style="list-style-type: none"> • Strong numerical, analytical and technical skills. (E) • Methodical, with a high degree of accuracy and attention to detail. (E) • Ability to manage a high-volume workload with minimal supervision, whilst working to strict deadlines. (E) • Clear and concise written and spoken communication skills. (E)
<p>Decision Making and Impact on Others</p> <p>What impact the reasons made by the post holder would have on others across the Council</p>	<ul style="list-style-type: none"> • Decisions to be reflective of complex legislation and locally agreed policies in respect of payroll and pensions, to ensure the Council and employees are compliant. • Provides advice and guidance to colleagues across the council for both payroll and systems. • Represents interests of HDC at partner working groups. • Impact will be Council wide.
<p>Communication with Internal and External Customers</p>	<ul style="list-style-type: none"> • Mainly internal, covering the whole workforce – employees, managers, councillors. • External – HMRC, LGPS, MHR and any other 3rd party required.

<p>What customers the applicant would be in contact with in the job</p>	<ul style="list-style-type: none"> Builds strong working relationships with all customers and maintains service reputation. <p>Internal customer 70%</p> <p>External customer 30%</p>
<p>Personal Attributes and Other Requirements</p> <p>In this section please list any other qualities you are looking for from the applicant</p> <p>(E) Essential (D) Desirable</p>	<ul style="list-style-type: none"> Supportive and flexible to get the job done. (E) Excellent time management and organisation skills. (E) Takes pride in their work and service provided. (E)
<p>HDC values</p> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people’s differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.