Payroll Officer

Identifying Facts

Current Job Title: Payroll Officer

Organisational Relationships: Reports to Head of Finance

Job Purpose:

To manage the payroll systems to ensure accurate and timely processing of payments.

Major Tasks

1. **Process Payroll**
2. **Advice and Guidance**
3. **Payroll Reporting**
4. **Develop and Manage Payroll Systems**
5. **Policy**
6. **Training Sessions**
7. **Staff Management**

Main Activities

1. **Process Payroll**

   1.1. Review all submitted payroll forms and check these for accuracy. Where a change appears anomalous query this with the local manager/HR and agree changes. Process data through the Payroll system ensuring a clear record of the process and any calculations.

   1.2. Provide Leaver forms on request and proactively manage receipt and input into payroll system to minimise potential overpayments.

   1.3. Check approved reports received from services for additional payments and liaise with services to correct any anomalies/incorrect entries prior to producing upload files. Produce and upload import files and check error reports produced, resolve any noted errors. Check uploaded data matches authorised reported totals, investigate and resolve differences. Ensure all reports are received in time for inclusion into reports and actively monitor service responses.

   1.4. Generate the gross to net process along with a range of statutory and other payments (e.g. maternity, sickness, back pay, redundancy) and process for payment on payroll system ensuring these are checked for accuracy.

   1.5. Produce mid-monthly payroll reports for review by managers, enter amendments and corrections as advised.

   1.6. Produce final payroll BACS report for the Financial Controller to review and provide supporting evidence for items where requested.

1.7. Produce month end reconciliations which check payroll data has correctly been transferred and allocated within the organisational ledgers.

1.8. Identify, investigate and evaluate issues or anomalies and consider whether these are indicative of wider problems (e.g. system as opposed to data entry) and determine what action should be taken to best resolve these (e.g. change in process, training, system update).

2. Advice and Guidance

2.1. Will provide advice to managers, other internal departments, external departments and individuals giving guidance on statutory, company and general payroll issues including PAYE, NI and Auto Enrolment processes and rules. Will take into account the factual circumstances, prevailing policy and procedure, past practice and legal obligations.

2.2. Will ensure, through exploration with the manager, that a full understanding of the relevant circumstances is received prior to giving advice.

2.3. Will agree a course of action with the manager and ensure appropriate records are maintained. Where agreement cannot be reached or where there are any competing demands will refer the matter to the Manager to resolve.

2.4. Upon request will prepare and present detailed calculations which identify how the different aspects of payroll have been processed for individuals.

2.5. Will explain to individuals and managers such that they can understand the calculations and the reasoning behind these. (e.g. sick pay deductions, maternity pay changes, late processing etc.). Will adopt a customer service approach, taking into account the potentially sensitive nature of the circumstances.

2.6. Will maintain records of all manual calculations and ensure these are readily available such that there exists a suitable and sufficient audit trail of these (which meets the standards required by HRMC, internal and external auditors).

2.7. Produce and maintain as up-to-date a range standard letters (e.g. family leave, auto-enrolment) which notify staff members of their entitlements.

3. Payroll Reporting

3.1. Will produce and issue a range of statutorily required documentation (e.g. Payslips, P45's, P60's) in accordance with the prescribed format and timescales.

3.2. Will design and produce a range of external reports for different organisations (e.g. Pension providers, childcare voucher provider, HRMC) to notify them of payments being processed. Will submit these reports using the respective systems and methods of the receiving organisation.

3.3. Produce a diverse range of internal reports to strict deadlines (monthly, quarterly and annually) for internal accounting, notification and processing purposes (e.g. mid-month payroll reports, variance reports).

3.4. Will create and produce bespoke reports and analysis on specific technical areas (e.g. demonstrate compliance with auto-enrolment) upon request. Will discuss and clarify these requirements with the requesting manager prior to configuring and preparing reports and analysis.

3.5. Will liaise with external organisations to ensure the organisation is registered correctly, and is reporting correctly to them. Will discuss any issues with them and seek to resolve these as quickly and as timeously as possible.

3.6. Prepare annual statutory returns (P11D, Settlement Agreements and Class1A National Insurance) required by HMRC and ensure that these are made by the statutory deadlines.

3.7. Run the year end processes by statutory and organisational timescales. Check that changes have been correctly applied (such as NI/Tax thresholds, tax codes statutory payment amounts, arrestment thresholds, pension percentages etc).

4. Develop and Manage of Payroll Systems

4.1. Administer systems upgrades of the payroll system. Will prepare system backups, apply the upgrade and test a range of changes to assess whether the upgrade operates correctly. Provide technical feedback to the system developers particularly with regards adverse implications for bespoke systems.

4.2. Will administer systems access and other maintenance requirements (e.g. new cost centres, payroll elements) identifying the specific characteristics of these (e.g. pensionable, NIC's etc.).

4.3. Will keep abreast of changes in legislation and ensure the internal systems are updated to comply with these. Provide a link between developers/providers and the organisation's users to ensure the systems meet the needs of the organisation and the maximum benefit is obtained.

4.4. Maintain current knowledge of all statutory or organisational requirements affecting payroll.

5. Policy

5.1. Will update or create departmental policies and procedures (including associated template letters, forms, guidance) to reflect changed requirements. Will seek and provide feedback on the operation of policy and procedure from managers and recommend changes to adjust and improve them.

6. Training Sessions

6.1. Upon request will organise sessions for staff and managers taking into account the number of requests, geographic spread and operational importance.

6.2. Will lead or support in the delivery of training and induction sessions varying from individual to small groups of up to ten people.

6.3. Will present information on a range of Payroll related subjects following the course plan. Will check the understanding and engagement of participants.

6.4. Will review feedback provided on the day and conduct self-evaluation on how effective the event was and discuss improvements with the Financial Controller.

6.5. Will assist others with the development of training materials including preparation of PowerPoint slides, handouts and course plan.

Applicable for all roles:

To undertake any other duties related to the responsibilities of the post and which may be delegated by Capability Scotland management.