**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **POST TITLE** | Payroll Operations Manager |
| **GRADE** | LBS-10  |
| **DIVISION / UNIT** | Human Resources and Organisational Development |
| **DEPARTMENT** | ACE: Governance and Assurance  |
| **REPORTS TO** | Payroll Manager - LBS12 |

# PURPOSE OF THE JOB

To lead, direct and supervise the operational payroll team to deliver the monthly payroll for Southwark Council.

Responsible for ensuring all data entry and output from the payroll system is done in a timely manner meeting key performance targets and is compliant with statutory and regulatory requirements, as well as meeting Southwark’s Council Finance and accounting requirements.

Working with the Payroll Manager payroll team, HR, pensions and finance colleagues to seek to improve and enhance the payroll service provided to payees and managers.

# PRINCIPAL ACCOUNTABILITIES

**Staff**

## Lead, manage, motivate and develop team members to ensure a pro-active, fast-paced and professional service that adds value to the work of the payroll and wider HR&OD service.

## Provide training to staff in all statutory and contractual aspects of payroll processing, including new developments/legislations and industry best practice.

**The Payroll Operation**

## Ensure the timely monthly pay runs are achieved for payees to receive appropriate payments by their contractual pay dates and direct the publication and promotion across the Council of the payroll schedules for the council.

## Ensure people payroll records and other confidential information are maintained to Council standards and best practice guidance, always being aware of, and sensitive to the confidential nature of the information held.

## Develop systems for reconciling payroll totals to the Council’s financial system and other internal and external accounting methods and standards where appropriate

## Reconcile/process Monthly Data Collection for the Local Government Pension Scheme, London Pensions Fund Authority, Teachers and NHS Pensions Schemes and reconcile/process monthly/yearly returns.

## Process and submit bacs files from HR/Payroll SAP system. Submit reconciled Payroll postings to the SAP & Treasury teams for processing. Check and authorise advance, manual and third party payments as required.

## Liaise with HM Revenue and Customs (HMRC) on matters relating to Income Tax, National Insurance Contributions, Statutory Sick Pay, Statutory Parental Pay and Student Loans, Real Time information and any new statutory legislations or changes

## Work with colleagues to implement annual or other pay awards due to payees.

## Lead on the End of Year routines including reconciliation of totals, production of P60’s and supplementary completion of P11D Benefits and Expenses returns

**Service improvement**

## Develop systems for minimising errors, omissions, highlighting potential anomalies in payroll calculations to mitigate risk of financial loss through salary overpayments or errors.

## Develop methodologies for testing and documenting changes/enhancements to the HR/Payroll system, and to ensure that these procedures are rigorously applied prior to ‘signing off’ any system changes/enhancements for implementation

## Develop, update and maintain a library of detailed procedures, national/local pay scales/agreements to assist in payroll staff training

**Other**

## To support and deputise for the Payroll Manager in ensuring a customer focused Payroll service to the Council and delivering service improvements in line with the HR& OD service plan.

# JOB CONTEXT

Southwark Council is an inner london borough where the Council severs the needs of a resident population of over 300,000 people.

The Council is a borough of diversity in terms of the demographic of our residents but also economic challenges and opportunities.

As London’s most historic borough, Southwark vision is to work to achieve for our residents, Southwark as a place that is safe, fair and sustainable in environmental, social and economic terms, were people are able to live their best life as part of a strong community.

The Council has a workforce of circa 5,000 covering a wide variety of roles from front facing staff supporting our residents in the community in areas such housing, environment, culture, leisure and social care. To roles providing professional expertise in a variety of technical disciplines and corporate functions such as Finance, community engagement and project management.

# Organisational structure

# Number and level of staff managed by this role

|  |  |  |
| --- | --- | --- |
| **Role**  | **Number**  | **Grade** |
| Payroll Officers | 8 | LBS-08 |
| Apprentice(s) | As required | LBS-04 |

# Responsibility for resources/budgets

Holds accountability for the salary resource budget for direct reports

# Grade/Conditions of Service

# NJC – based around 36 hours a week as full time working based on a 5 day working pattern.

While the role is based in Councils Corporate HQ (Tooley Street, London SE1), the Council seeks to facilitate hybrid working using available technologies. All hybrid working must meet the needs of the service.

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council’s satisfaction your suitability for the position in which you are employed.

**PERSON SPECIFICATION**

The person specification is a picture of skills, knowledge and experience required to carry out the job.

|  |  |  |
| --- | --- | --- |
| **Knowledge, including educational qualifications:** | **Essential (E)**  | **How assessed**  |
| **1)GCSE Maths and English (min Grade C or 4 or higher)** | **E** | **S/A** |
| **2) Hold a relevant payroll professional qualification and/or relevant equivalent experience.**  | **E** | **S/A/I** |
| 3) Evidence of continuous professional development | E | A |
| **Experience:** |
| **4) A detailed knowledge and understanding of PAYE Tax, National Insurance and Pension regulations in relation to payroll administration to ensure that the system meets these requirements.**  | **E** | **S/A/I** |
| **5) Experience of leading and motivating staff, developing their skills and ensuring consistently high quality support to internal and external customers.**  | **E** | **S/A/** |
| 6) Experience of working with managers, employees and key stakeholders to deliver an efficient and effective payroll service. | E | A/I |
| **Aptitudes, Skills & Competencies:** |
| 7) Understanding and working knowledge of pay and conditions of service for Local Government.  | E | A/I |
| **8) A knowledge and understanding of computer-based payroll systems and the ability to give advice, guidance and training on their use** | **E** | **S/A/I** |
| 9) An understanding of best practice for effectively testing and documenting changes to payroll systems.  | E | A/I |
| 10) Ability to lead and motivate staff, develop their skills and ensure consistently high quality support to internal and external customers  | E | A/I |
| 11) Excellent customer relations skills, displaying customer focused and problem solving approaches  | E | A/I  |
| **Special Conditions of Recruitment:** |
| Comply with and promote the Council’s Equal opportunities policy |

Key:

|  |  |  |  |
| --- | --- | --- | --- |
| **D** | Desirable | **S** | Shortlisting criteria |
| **E** | Essential | **I** | Evaluated at interview |
|  |  | **T** | Subject to test |

Role description last updated: October 24