

HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST: Payroll and Finance Assistant
TEAM: Finance Services
GRADE: 4
SERVICE AREA: Finance Services
RESPONSIBLE TO: Team Leader – Financial Systems & Controls

VARIATIONS TO STANDARD CONDITIONS OF SERVICE

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. This post is subject to a basic DBS check.

DATE ISSUED: February 2025

JOB PURPOSE:

Liaising with the delegated payroll provider and the Human Resources Team, ensure employees, and Members are paid accurately and on time, including expenses each month. Resolve payroll related queries in a timely manner and undertake work in all aspects of transaction processing and administration of Accounts Receivable and Accounts Payable ensuring accuracy and compliance with deadlines.

PRINCIPAL RESPONSIBILITIES:

To build strong working relationships with the payroll provider and the HR team, working closely together to ensure all payroll processing is accurate and completed by the strict deadlines and queries or issues are resolved promptly.

- 1) To perform tasks to ensure the efficient administration for the operation of the payroll system, including:
 - a) To ensure process of the Staff and Members Payroll operation to ensure compliance with payroll legislation and that payroll is run correctly on time every time.
 - b) To deal with pensions administration requirements in relation to Staff and Members pension schemes, including monthly payments and annual returns as required by the payroll provider.
 - c) To provide tax and year end information as required against relevant deadlines in an accurate and timely manner.
 - d) To accurately make necessary and timely adjustments to salaries resulting from pay awards and incremental progression etc.
- 2) To pay over within required timescales all deductions, both statutory and voluntary.

- 3) To file, where appropriate electronically, tax and national insurance details at year end. To ensure that tax code, national insurance and other changes are promptly implemented and to liaise with HMRC and other bodies where necessary, always ensuring confidentiality.
- 4) To contact and liaise with the County Council (pension section) regarding pension matters for the Council and its employees advising other officers and third parties as appropriate.
- 5) To accurately maintain records of starters and leavers and to be involved in the maintenance of computerised and manual personnel and payroll records in a timely manner.
- 6) To accurately maintain records of absences (eg: sickness) and ensure appropriate deductions or payments on account of sickness, maternity etc occur where appropriate corresponding with employees.
- 7) To be responsible for the operation of the Statutory Sick Pay Scheme (SSP) and Statutory Maternity Pay Scheme (SMP), tax credits and student loans etc. To ensure that claims for reimbursement, where appropriate are submitted promptly and accurately.
- 8) To provide and assist in the provision of data to enable salary estimates etc to be completed.
- 9) To keep abreast of changes in payroll practice, procedures and legislative changes and to advise accordingly, including liaison with HR colleagues on a regular basis.
- 10) Support the “no purchase order – no payment aim of authority” workflow to appropriate manager for authorisation as required.
- 11) Checking of email inboxes and ensure all queries are dealt with in a timely manner.
- 12) Assist with the weekly payments and verify supplier invoices on a weekly basis by BACS.
- 13) Maintain and update the finance system to enable the prompt and timely payment of invoices as submitted and utilise system reporting to resolve queries.
- 14) CIS verifications, returns and issuing of Statements to Subcontractors
- 15) Answering telephone calls
- 16) Setting up new suppliers on the accounting system
- 17) Raise invoices to customers on receipt of request from the service using the finance system functionality to its fullest extent.
- 18) Produce reminders at the appropriate timescale for overdue debt.
- 19) Reply to customer correspondence received with regards to sundry debt
- 20) Explain and give specialist advice to customers with regard to recovery issues both on the telephone and in person. Negotiating payment arrangements with debtors both on the telephone and in person.
- 21) Set up and monitor payment arrangements including direct debits.
- 22) Investigate and process queries received from customers on missing payments.

- 23) Liaise with service departments on queries raised and ensure prompt responses for effective collection of sum due including those periodic records relating to leases, rents and contracts and raise invoices as appropriate.
- 24) Take appropriate action to enforce debt, using the stages outlined in the Corporate Debt Policy, including referral of cases to the Bailiff for further action, and tracing of debtors whereby documents have been returned.
- 25) Monitor cases with the bailiff and deal with any issues raised.
- 26) Instruct and liaise with Legal Services on cases that need to be referred to County Court including monitoring of progress.
- 27) Prepare cases for doubtful debts and submit for write off in accordance with the Corporate Debt Policy.
- 28) To uphold and display the HDC behaviour competency framework to at least level 1.
- 29) To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies
- 30) As a term of employment, the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.
- 31) Health and Safety
 - a) To be familiar with and at all times comply with:
 - the Council's general health and safety policy,
 - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
 - local department specific health and safety procedures as amended or added to from time to time.
 - b) To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.
 - c) To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
 - d) To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.
 - e) To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE:	Payroll & Finance Assistant				
TEAM:	Finance Services				
POST NO:	FIN15	GRADE:	4	WEEKLY HOURS:	37 Hours
ALLOWANCE:	N/A				
CONTRACT TYPE:	Casual <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Fixed term <input type="checkbox"/> If fixed term, end date / event: N/A				

TYPE OF CRITERIA	ESSENTIAL REQUIREMENTS: Minimum requirements for the successful completion of the job	ASSESSMENT A / I / T / E	DESIRABLE REQUIREMENTS: Elements that contribute to improved / immediate performance in the job	ASSESSMENT A / I / T / E
QUALIFICATIONS	GCSE Grade C Mathematics and English Language or equivalent or able to demonstrate equivalent aptitude	A,I,T,E		
	Proven ability to use Microsoft products to intermediate level, especially Word & Excel	A,T		
EXPERIENCE	Experience of resolving customer queries	A,I		
	Experience of expense claims	A,I		
	Experience of using computerised financial systems	A,I		
	Completion of statistical returns and grant claim forms	A,I		
	Recent experience working as a payroll officer, including a tax year end closedown. Including demonstratable experience of a variety of payroll amendments e.g. maternity leave, statutory sick pay,. Experience of providing payroll advice to employees.	A,I		
	Experience of working with an integrated HR and Payroll system	A,I		
KNOWLEDGE	Up to date knowledge of legislation and best practice relating to payroll	A,I		

SKILLS	Ability to set and achieve objectives within agreed timescales	A,I	Calm approach under pressure	I
	Ability to communicate effectively with all levels of customers	A,I		
	Able to work on own initiative	A,I		
	High degree of numeracy	A,I,T		
	Accurate and concise work	A,I,T		
	Ensuring continuous improvement in the process & ensuring corporate views are incorporated in any changes	A,I		
	Experience of building strong working relationships	A,I		
	Proactive and flexible approach to problem solving	A,I,T		
	Ability to relay technical information to employees	A,I,T		
OTHER	Basic DBS check	E		
Assessment Legend:	A = Application	I = Interview	T = Test or Assessment	E = Evidence (e.g. certificate)