

JOB PROFILE

Post No.	80117
Post Title:	Payroll and HR Co-ordinator
Unit/Team:	Human Services & Payroll team
Grade:	Grade D
Service:	Human Resources & Payroll
Reports to:	Payroll Officer
Issue Date:	June 2025

PURPOSE OF THE JOB

- To assist with the production of monthly salaries payments to all council employees and zero-hours occasional workers, all allowances, overtime and monthly allowances to Council Members
- To assist the wider Human Resources team to ensure continuity of service, compliance and promotion of HR led development training events and statutory training across the Council

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Assist with the salary payments on HR & Payroll system (iTrent) to all the Council employees and members and Elections payments
- 1.2 Assist with ensuring the correct and punctual collation of payroll data, by staff directly and indirectly involved in the production of the data
- 1.3 Collect & monitor sickness absence on the HR & Payroll system and provide absence data and information when required by the wider team.
- 1.4 Assist with the accurate and punctual payments of deductions from salary to outside bodies e.g. HM Revenue & Customs, Warwickshire County Council, Unions, childcare vouchers and recipients of Attachments of Earnings Orders, etc.
- 1.5 Answer internal and external payroll enquiries.
- 1.6 Assist with the testing of new upgrades to the system, releases and monthly service packs relating to the payroll system
- 1.7 Assist with the reporting of staff details to Warwickshire County Council for pension purposes.
- 1.8 Attend relevant meetings or working groups relating to payroll/pension matters.

- 1.9 In the absence of the Payroll Officer, be responsible for ensuring timely transfer of credits to employee bank accounts for salary payments using BACS & faster payments.
- 1.10 Keep up to date with changes in payroll/pension legislation, participate in CPD and share best practice across the HR team.
- 1.11 Provide monthly information to Finance relating to staff movements, salary changes and honorariums for salary monitoring purposes.
- 1.12 Running standard reports on the HR & Payroll system. Further analysis of these reports in Excel.

2. Other duties and responsibilities

- 2.1 Using the HR & Payroll system to administer learning programmes. This includes setting up courses and allocating participants, monitoring attendance and waiting lists, printing off delegate lists and completing courses once undertaken.
- 2.2 Meeting external trainers on the day of learning and ensure training runs smoothly
- 2.3 Ensuring all new members of staff have been placed on mandatory Induction courses
- 2.4 Maintaining learning and development records on the system. This will include training courses attended and qualifications
- 2.5 Support and advise HR Business Partners on matters relating to payroll and sickness absence
- 2.6 Supports the L&D Business Partner on training, learning & organisational development initiatives
- 2.7 Working as part of the Human Resources & Payroll team, supporting colleague to ensure customers needs are met and continuity of service is provided.
- 2.8 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

Occasional guidance to temporary staff and apprentices employed within the team.

4. FINANCIAL RESPONSIBILITIES

Raise purchase orders for the team

5. RESPONSIBILITY FOR ASSETS AND DATA

Use of our HR and Payroll system and Payslip printing equipment.

6. EXTENT OF PUBLIC CONTACT

- Outside bodies including:-
 - HM Revenue & Customs
 - Department of Works and Pension
 - Office for National Statistics
 - Warwickshire County Council
 - Student Loans Agency
 - Banks, Building Societies, loan companies and solicitors
 - Unions and BUPA
 - Childcare Voucher provider
 - Cycle to work provider
 - Other related third parties
- Current and former employees of the council at all levels, and Council Members

7. WORKING CONDITIONS AND ENVIRONMENT

Office based. In the event of any serious problems, being available out of normal hours, to ensure the timely and accurate production of the payroll and BACS transmission.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our code of conduct and our Values and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Payroll and HR Co-ordinator

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Good knowledge and experience of using an HR & Payroll system	E	A,I
Proven ability to work with minimum supervision	E	A,I
Ability to prioritise duties to meet the tight deadlines of the team	E	A,I
Ability to treat information received with confidentiality and knowledge of data protection legislation	E	A,I
Good communications skills to facilitate contact with all the team's customers	E	A,I
Data analysis skills	E	A,I
Teamworking skills to contribute to the wider HR & Payroll team	E	A,I
A commitment to work within our CANDO values	E	A, I
Proven experience in payroll and/or of working in a finance or HR environment	D	A,I
Experience of promoting available learning & development opportunities across the Council	D	I
Able to implement ideas for new learning and development initiatives	D	I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D