

FINANCE DEPARTMENT

Payroll & Payments Assistant (4 days a week Monday – Thursday)

Grade 5, SCP 20 – 26 (£24,306 - £29,270 per 37 hour week pro-rata) - commencing on point 20

Working as part of the Financial Services Team you will assist with the processing of weekly and monthly payrolls and pensions. You should have a minimum of 3 years' experience in a financial environment as well as knowledge of payroll operations and accountancy procedures. Previous applicants need not re-apply.

Application packs for the above vacancy can be obtained from the HR Department on 696455 or downloaded from www.douglas.im. The closing date for the receipt of completed applications is 5.00 pm, on Friday, 7th July 2017.

Miss K J Rice, Chief Executive, Town Hall, Ridgeway Street, Douglas, Isle of Man, IM99 1AD

BOROUGH OF DOUGLAS – JOB EVALUATION SCHEME

JOB DESCRIPTION

DEPARTMENT	Finance
SECTION	Finance
DESIGNATION	Payroll & Payments Assistant
REPORTS TO	Payroll & Payments Manager
DURATION	Permanent Role: 4 days per week
HOURS OF DUTY:	Monday to Thursday (totalling 29 hours 20 minutes) (daily: 8.45 am – 5.15 pm with 1 hour 10 minutes for lunch)
GRADE:	Grade 5, SCP 20 – 26 (£24,306 - £29,270 per 37 hour week) pro rata

MAIN PURPOSE OF THE JOB

Calculate, administer and process weekly and monthly payrolls. Assist with Insurance and Pension matters and the making of payments to creditors. Provide administrative support to the Payroll & Payments Manager and Accountancy Manager. Provide cover in the absence of the Financial Section Assistant as required.

MAIN PURPOSE OF THE ROLE

1. Responsible for the preparation and correct calculation of the weekly payroll. Make adjustments to pay as required and ensure authorised payments are made to set deadlines.
2. Deal with enquiries and provide confidential advice and assistance relating to salaries, wages and pensions as required.
3. Prepare information, statistics and reports and assist with the preparation of annual budgets for salaries, wages and pensions.
4. Responsible for the maintenance and reconciliation of pension payment records ensuring correct contributions are credited to the pension fund in accordance with deadlines.
5. Undertake administration and audit controls associated with the payment of pensions, prepare leavers forms and monthly returns for submission to the fund administrators and income tax office.
6. Ensure:
 - (i) correct employee deductions and corporate remittances of Income Tax Instalment Plan payments and National Insurance payments are made to Government
 - (ii) payment to financial institutions in respect of any court orders
 - (iii) contributions from employees are reconciled and paid in a timely manner to unions
 - (iv) all remittances are reconciled on a monthly basis against general ledger, government monthly remittance cards and employee year to date records.

7. Responsible for preparing and calculating monthly payroll as instructed and ensuring correct amounts are paid.
8. Responsible for making pension payments to former manual workers as required.
9. Maintain records of staff sickness absence recording payments received for the DHSS.
10. Responsible for archiving confidential payroll documents in line with the statutory requirements.
11. Contribute to the specification of interfaces to and from external systems, advising on amendments and working with ICT to ensure successful implementation.
12. Assist with undertaking regular reviews of insurance claims, liaising with claimants, supervisors and insurance brokers as necessary.
13. Assist with the payment of creditors, pensioners and councillors.
14. Assist with reviewing and updating procedures documentation.
15. Ensure equality of opportunity for all people, in service provision and in employment, and work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
16. Compliance with the provisions of the Isle of Man Data Protection Act 2002, the Computer Misuse Act 1990, Council's Constitution, policies and other relevant legislation.
17. Responsible for the health and safety of the staff of the Finance Section and for the safety of the public and other staff who come into contact with any aspect of Finance duties being undertaken.
18. Participate fully in discussions relating to any changes deemed necessary to the job description, reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
19. Such other duties within a similar level of responsibility as may from time to time be required by the Payroll & Payments Manager / Assistant Chief Officer (Finance).

SELECTION CRITERIA

Essential

1. A minimum of three years' experience in a financial environment.
2. Experience of payroll function and computerised payroll system.
3. Experience of the accountancy procedures involved in making payments to suppliers and creditors.
4. Good communication and organisational skills with the ability to prioritise workload, meet deadlines and observe confidentiality in all aspects of work.
5. Self-motivated with the ability to work on own initiative as well as having the commitment, flexibility and motivation to be a constructive member of a Team.
6. Numeracy skills appropriate to the post.

Desirable

1. Public Sector experience.
2. Experience of local government pension schemes.
3. Knowledge of insurance matters.
4. Knowledge of the operations and functions of a local authority.
5. Political sensitivity.

Hours / days of duty:

- 8.45 am – 5.15 pm daily / Monday to Thursday (totalling 29 hours 20 minutes)
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For office use only:

Signed Employee _____ () Date _____

Signed Line Manager _____ (Peter Pierce) Date _____

Signed Chief Officer _____ (Geoff Bolt) Date _____

Policy & Resources Approval (date) N/A
Revision date 12/2014
Evaluation (date) N/A