

PAYROLL & PAYMENTS MANAGER – FINANCE DEPARTMENT

Grade: PO, SCP 35 – 41 (£39,410 - £46,576)

We are looking for an accomplished Payroll & Payments Manager to join the Finance Team in managing and delivering a comprehensive and efficient payroll service. The successful applicant will have their own area of direct responsibility and will also provide cover for the Accountancy Manager and provide support to meet the Section's objectives.

It is essential that you have experience of administering weekly and monthly payrolls, making creditor payments and are proficient in the use of an ICT payroll system. You must be a part/fully qualified Accounting Technician (AAT), with a minimum of 5 years' demonstrable payroll experience at management level.

You must have good communication skills, be highly organised with strong attention to detail, self-motivated with the ability to work under pressure.

If you are able to maintain complete and accurate records in the system for internal management information and external statutory authorities and deliver a highly compliant service then we would like to hear from you.

If you wish to discuss the role, please contact Peter Pierce, Assistant Chief Officer (Finance) on (01624) 696360.

Application pack for the above vacancy can be obtained from Human Resources (01624) 696455, downloaded from www.douglas.im or collected from the Henry Bloom Noble Library, Douglas. The closing date for the receipt of completed application is 5.00 pm, on Wednesday, 21st November 2018.

**K J RICE, CHIEF EXECUTIVE, CHIEF EXECUTIVE'S DEPARTMENT
TOWN HALL, RIDGEWAY STREET, DOUGLAS, ISLE OF MAN, IM99 1AD**

BOROUGH OF DOUGLAS – JOB EVALUATION SCHEME

JOB DESCRIPTION

DEPARTMENT	Finance
SUB-SECTION	Finance
DESIGNATION	Payroll & Payments Manager
REPORTS TO	Assistant Chief Officer (Finance)
DURATION	Permanent
HOURS OF DUTY:	Monday – Friday (37 hours per week) (daily: 8.45 am – 5.15 pm with 1 hour 10 minutes for lunch)
GRADE:	Grade P.O., SCP 35 - 41 (£39,410 - £46,576)

MAIN PURPOSE OF THE ROLE

Lead and manage the Payroll & Payments Team including the production of weekly and monthly payrolls, making creditor payments and maintaining and developing systems. Ensure a quality service is provided through timely and accurate payment. Assess and develop the Payroll IT system to maximise potential and overall efficiency. Establish and maintain effective working relationships with the Human Resources Department. Provide cover in the absence of the Accountancy Manager.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

1. Manage and co-ordinate the Payroll Team ensuring the provision of an excellent payroll service to Council employees and other organisations. Ensure compliance with data protection legislation and other Council policies and procedures. Monitor performance and carry out annual staff developments.
2. Manage and co-ordinate all aspects of the day to day running of the Payroll & Payments function, including creditor and pension payments. Responsible for ensuring Council employees and other organisations are paid on time and accurately.
3. Responsible for the administration and operational aspects of the Payroll system. Identify, recommend and test enhancements and document procedures, improving information and optimising efficiency of the financial accounting software packages ensuring the most appropriate automated techniques applicable. Deal with a range of people including internal senior finance staff, technical staff, software suppliers and other user groups. Specify interfaces to and from external systems, advising on amendments and working closely with ICT to ensure successful implementation.
4. Responsible for undertaking monthly reviews of on-costs control accounts and make recommendations for appropriate action to be taken to ensure full recovery of employer contributions, non-working time costs, etc., within the financial year.
5. Responsible for resolving all pay queries, correction of errors, costing adjustments, etc. Work closely with the Council's internal and external auditors providing assistance and information as required.

6. Manage the day to day operation of the Pension Fund including cash flow monitoring to maximise investment income, the entry of new members and provision of information.
7. Manage and give direction to the Team in ensuring pay awards, arrears, increments, changes in local and national terms and conditions, pensions, statutory and voluntary deductions, absence and other Council initiatives are implemented efficiently. Ensure year end procedures are adhered to contributing to the closure of accounts.
8. Interpret and maintain an up to date knowledge of existing and proposed terms and conditions of employment relating to the payment of Council employees, local policies and procedures and other relevant statutory legislation.
9. Provide advice, guidance and clarification to managers and employees on the Isle of Man Local Government Pension Scheme. Provide reports and advice to the Pensions Committee as required. Respond to requests for pension estimates for individual employees. Act as primary point of contact with the contracted pension scheme administrators for non-accounting issues.
10. Respond to complex queries and give advice in relation to all aspects of the Payroll & Payments function to employees, managers and elected Members within the Council respond to enquiries raised outside the Council. Act as liaison officer between the Council, Fund Actuaries, Scheme Actuaries, Fund Administrators and Fund Investment Managers.
11. Ensure accurate calculation of redundancy payments and produce quarterly and year end reports and statistics.
12. Manage and ensure reconciliation of Pension payments and payroll deductions.
13. Manage the payments of Creditors ensuring expenditure is correctly coded, authorised funds are available, necessary checks are undertaken, correct authorities obtained, etc., before payment is made.
14. Check verification of the validity of payments to Creditors, employees, pensioners and Members of Council.
15. Assist with the preparation of the Council's budgets and be responsible for working with Officers and Managers to construct annual budgets providing accountancy advice in a coherent and easily understandable way as required. Promote financial management awareness and ensure the provision of training of budget managers on financial information systems.
16. Contribute to the monitoring and review of performance of managers against budgets.
17. Prepare Balance Sheet Account reconciliations on a regular basis as required and attend Committees as requested.
18. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
19. Compliance with the provisions of the Isle of Man data protection legislation, the Computer Misuse Act 1990, Council's Constitution, policies and other relevant legislation.
20. 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.
21. 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.

22. Such other duties within a similar level of responsibility as may from time to time be required by the Assistant Chief Officer (Finance) and the Director of Finance.

SELECTION CRITERIA

ESSENTIAL

1. Part-qualified Accountant or fully qualified Accounting Technician (AAT).
2. A minimum of 5 years demonstrable payroll experience at management level.
3. In depth knowledge of payroll administration and statutory deductions.
4. Evidence of higher level critical reasoning skills combined with attention to detail and sound verbal and numerical reasoning skills.
5. Proven people management experience with the ability to motivate a Team, organising their priorities and workload.
6. Demonstrable experience of using IT based Payroll system and experience of system implementation and systems testing with experience of systems development.
7. Good communication and organisational skills with the ability to influence, prioritise workloads and meet deadlines.
8. Self-motivated, innovative and capable of working under pressure.

DESIRABLE

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