

Payroll Officer

Job Level	3	Job reference No.	FPR0089
		Role review date	2021
Directorate	Finance Planning & Resources	Service/Function	Shared Service Centre
Reports to	Senior Payroll Officer		

Scale and scope of role

Direct reports	None	Indirect reports	None
Budgetary responsibility / accountability	N/A	Accountability for other resources	N/A
Reach and impact	Provision of payroll services to 4,300 staff		

Context

We help anyone, anywhere in the UK and around the world, get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over, we help them to recover and move on with their lives.

We are part of the global Red Cross and Red Crescent humanitarian network.

Our values and principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Purpose of the role

The Payroll Officer in conjunction with the wider payroll department is responsible for ensuring the timely and accurate processing of salary payments to all paid employees, accurately recording payroll expenditure on the organisation's financial system and ensuring the organisation meets all statutory and corporate priorities in relation to paid employees. They will support both Senior Payroll Officer and Payroll Manager in all daily payroll operations.

Main responsibilities

Payroll processing

- Ensures all paperwork is received in line with agreed timetables
- Ensures that all payroll notifications, including new starters, leavers, timesheets are processed accurately and to agreed timetable
- Ensures that all HMRC notifications, including tax codes, student loan notifications, NI changes are processed correctly and to agreed timetable
- Ensures that all relevant payroll reports are reviewed, and data corrected as required before the payroll is finalised
- Ensures that all processing has been checked before payroll has been finalised
- Ensures that all relevant absences have been processed through payroll accurately and on time
- Responsible for monthly payroll running on rotational basis
- Ensures that all liabilities are settled with HMRC, pension schemes and other external bodies completely, accurately and by the agreed deadlines
- Ensures that any overpayments are notified to the relevant parties in a timely manner with accordance with the salary policy, recovered in line with the relevant procedures and updated in the relevant tracking spreadsheet

Payroll system

- Ensures that all payroll transactions are processed through the payroll system in accordance with the recommended guidance from the software provider
- Ensures that any system issues are reported to Senior Payroll Officer for further investigation
- Supports Senior Payroll Officer and Payroll Manager in implementing changes to processes and systems

Data Accuracy

- Accurate processing of all payroll transactions
- Ensures that payroll system is reconciled with payroll accounts in the balance sheet, investigating and resolving outstanding items in a timely manner, including fully investigating any discrepancies highlighted by the Pensions and Payroll Analyst

Pensions

- Ensures that pension deductions are calculated and imported to the payroll system and uploaded to the pensions portal for payment in the absence of Pensions and Payroll Analyst

Reporting

- Reports prepared in agreed formats on a regular and ad hoc basis as required
- Ensures that all payroll transactions are recorded on the financial accounting system accurately and within agreed timescales in the absence of Pensions and Payroll Analyst

Payroll Support

- Individual employee payroll queries are resolved in a timely, courteous and informative manner bearing in mind the technical nature of the subject matter.
- Issues raised by external bodies (HMRC, pensions providers and pensions administrators) are resolved in a timely and professional manner
- Liaises with other teams on all matters pertaining to payroll
- Issues escalated to Senior Payroll Officer as appropriate

Tax year end

- P11Ds and other required documentation produced on time
- Ad hoc reports and other activities completed to agreed timescale and standard
- Tax year-end carried out in accordance with the vendor instructions

Team Member

- Actively participates in all team meetings
- Supports other team members
- Work and behaves in accordance with all BRC policies and procedures
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamic).

Pre- engagement checks

Criminal Records

Type of criminal record checks required for this role

England and Wales - Disclosure and Baring Service Check (DBS)
> None
Scotland
> None
Northern Ireland
> None

Drivers Checks

> Required No

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis in the UK. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate and we want you to be able to bring your authentic-self to the Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness

Person Specification

		Requirement	Evidenced obtained through Shortlisting (S) Interview (I) or Assessment (A)		
Knowledge and Skills	Essential	<ul style="list-style-type: none"> Chartered Institute of Payroll Professionals (CIPP) or similar <i>or</i> Significant period of experience at payroll officer level in a high volume payroll environment Current payroll legislation Pensions legislation MS Office applications Good written and oral communication skills Organisational skills, Analytical and numeric, meticulous attention to detail Problem solving using own initiative and within a team environment Strong focus on customer service delivery Maintaining a professional manner while working in a pressurized environment Quickly grasping new IT technology Working to deadlines Prioritising tasks and effectively managing own time 	S		
	Desirable		S	I	
Experience	Essential	<ul style="list-style-type: none"> Working within a high-volume payroll environment Working in a shared service centre environment Experience of working with integrated Payroll and HR systems 		I	
	Desirable	<ul style="list-style-type: none"> Midlands iTrent system experience preferable Reconciliation of payroll control accounts 		I	

Behaviours	Communicating and Influencing - Takes multiple steps to communicate and influence				
	<ul style="list-style-type: none"> • Uses appropriate British Red Cross communication tools and channels to deliver multiple messages to a range of stakeholders, clearly and effectively 				
	<ul style="list-style-type: none"> • Influences others using compelling, well thought through arguments to build support and engagement 				
	<ul style="list-style-type: none"> • Provides explanations, raises awareness of issues and sends consistent messages in order to support progress 				
	Accountable for Resources - Is commercially minded				
	<ul style="list-style-type: none"> • Has good general 'commercial awareness' 				
	<ul style="list-style-type: none"> • Uses resources effectively 				
	<ul style="list-style-type: none"> • Keeps value for money in mind at all times 				
	Seeking Insight - Investigates and analyses information				
	<ul style="list-style-type: none"> • Gathers evidence to build the case for change or resolve issues by analysing relevant information and identifying connections 				
<ul style="list-style-type: none"> • Investigates problems or situations beyond routine questioning 					
<ul style="list-style-type: none"> • Finds those closest to the issue and investigates further 					
Solutions focused - Sees multiple connections					
<ul style="list-style-type: none"> • Defines the desired outcome by breaking the situation down into component parts 					
<ul style="list-style-type: none"> • Identifies trends and questions inconsistencies in information/data 					
<ul style="list-style-type: none"> • Anticipates obstacles, thinks ahead about next steps and contingencies 					
<ul style="list-style-type: none"> • Uses a range of methods to identify solutions and make decisions, involving others where appropriate 					
Additional requirements	Essential	<ul style="list-style-type: none"> • Ensures inclusive practice and promotes diversity 			
	Desirable				

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act) who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.