



## Job Description

<b>Job Title:</b>	Payroll & Pensions Officer
<b>Directorate/Team:</b>	People & Culture
<b>Location:</b>	16 Summer Lane
<b>Responsible to:</b>	Reward & Payroll Manager
<b>Responsible for:</b>	0
<b>Key working relationships:</b> (internal)	WMCA Employees, People and Culture Team, Finance Team, Business World Team, and enabling functions
<b>Key working relationships:</b> (external)	Employees covered under SLA's (MML / UK Tram / WM5G), MML HR and Finance Teams, WM5G HR & Finance Teams, West Midlands Pension Fund, HMRC, other pensions Funds, Government agencies

## Purpose of the Post

To ensure the accurate and timely provision of a payroll and pension service for West Midlands Combined Authority employees, Councillors, Pensioners and staff covered under SLA's.

Ensuring the West Midlands Combined Authority complies with all current Employment Legislation, Pension Regulations and statutory payroll requirements.

## Accountabilities

- Deliver a compliant, efficient and professionally respected payroll and pension service.
- Act as the first point of contact for payroll and pension support and advice, providing timely and accurate response and actions to achieve a customer-focused service.
- Maintain up-to-date knowledge of UK payroll and pension legislation to ensure legal and policy compliance, accuracy and consistency.
- Support strategic People & Culture and Finance initiatives through the provision of data insights.
- Act as a key liaison between People Services, Finance, external providers, and employees.
- Ensure data accuracy and confidentiality in line with GDPR.

## Responsibilities

### Strategic

- Supports strategic workforce planning, financial integrity, and employee wellbeing through effective payroll and pension administration.
- Support strategic People & Culture and Finance initiatives through the provision of data insights and payroll reporting.
- Contribute to the development and implementation of payroll and pension policies aligned with organisational goals.
- Enhance payroll and pension practices to improve the customer-focused service.
- Contribute to system changes and continuous process improvement initiatives.
- Work flexibly and with integrity to meet the needs of the WMCA and the Reward and Payroll function.

### People

- Respond to employee queries regarding pay and pensions promptly and with professionalism and clarity.
- Liaise with the Senior Payroll Officer for escalation of payroll queries and processes.
- Work closely with the People Operations and ER & Policy team in ensuring the effective and timely management of changes affecting pay.
- Provide advice and guidance to People Services and finance colleagues on payroll processes.
- Liaise with People Services and Finance colleagues to ensure the accurate exchange of payroll data with internal and external parties, to include People Services and Finance for payrolls covered under SLA's and pension administrators.
- Liaise with the Recruitment Team to ensure compliance for off payroll regulations.
- Support staff during onboarding and exit processes with payroll/pension processes.
- Represent WMCA in a professional manner at all times.

## Operational

- Process monthly payroll for all staff, including starters, leavers, monthly changes, absence entitlements and calculations for absence, (sickness, family leave).
- Ensure the accurate recording and calculation of statutory deductions in line with HMRC requirements.
- Process the payment and calculation of all variable pay and additional payments, to include approved monthly claims as they arise, ensuring compliance to the company policies and procedures.
- Payment and calculation of pension deductions, ensuring compliance to Auto-Enrolment regulations.
- Ensure documentation for the Local Government Pension Scheme and/or other defined contribution pension schemes (Prudential, Standard Life, NEST) for staff covered under SLA arrangements are produced, recorded and maintained.
- Maintain the Business World payroll system, via the input of payroll information
- Submit statutory returns (e.g. RTI submissions to HMRC, pension reports).
- Process the payment of expenses via payroll, ensuring compliance to the Travel & Expenses Policy.
- Assess off-payroll workers to determine their employment status in relation to the Intermediaries Legislation (IR35) and production of the required documentation in line with processes. Including responding to queries promptly and amend as necessary.
- Maintain accurate employee records and audit trails.
- Calculate compliance to National Minimum Wage for salary sacrifice schemes (e.g. Cycle to Work, Technology schemes, annual leave purchase).
- Maintain documentation, report and produce information and ensure all statutory and third-party payments are processed and paid within laid down timescales.

## Financial

- Process the payroll through to pre-BACs stage, ensuring payroll accuracy to prevent overpayments or underpayments.
- Monitor pension contributions and ensure timely remittance and pension reporting.
- Assist with financial audits and provide necessary documentation as requested.
- Produce payroll information and reconciliations, recording of payroll data into the Business World finance system, to include month-end journals.
- Ensure Value for Money and follows the appropriate governance processes for dealing with any financial activities.

## Other

- Maintain confidentiality and exercise discretion.
- Ensure compliance with GDPR and data protection standards.
- Stay ahead of relevant legislative changes and best practices, to remain compliant.
- Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role.

## Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Experience of working in a busy Payroll Team, providing an end-to-end payroll service	x		x	x	
Proven experience in providing payroll and pension advice and support	x		x	x	
Experience in developing and improving payroll and pension processes to improve effective services and evidence-based audit compliance	x		x	x	
Experience of IR35 assessment practices		x	x	x	
Skills / Knowledge	E	D	A*	I*	T*
Knowledge of the Local Government Pension Scheme and/or other defined contribution pension schemes	x		x	x	
Excellent communication and interpersonal skills, with a high level of tact, discretion and diplomacy	x		x	x	
Excellent written and verbal communication skills, with the ability to produce a variety of documents.	x		x	x	x
Technical knowledge of employment law, HMRC regulations for payroll, including PAYE and other statutory pay elements	x		x	x	x
In depth knowledge of the LGPS and regulations for compliance in the processing of pensions	x		x	x	
Knowledge of processing and regulations of defined contributions pension schemes		x	x		
Competent in the use of computerised HR/Payroll/financial systems	x		x	x	
Competent in the use of Microsoft applications, especially Excel	x		x		x
Qualification / Education / Training	E	D	A*	I*	T*
Association of Accounting Technicians or equivalent experience	x				
CIPP qualified to member status		x			
Evidence of continued professional development in the field of Pay & Pensions	x				

**\*Key:** A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
<b>Health, Safety &amp; Wellbeing</b>	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
<b>Equality &amp; Diversity</b>	Promote and champion equality and diversity in all aspects of the role.
<b>Learning &amp; Development</b>	Participate in and take responsibility of any learning and development required to carry out this role effectively.
<b>Performance Management</b>	Actively engage in the performance management process and take responsibility for managing performance outcomes.
<b>GDPR</b>	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
<b>Adherence to Policies</b>	Be aware of and comply with all organisation policies.
<b>Other</b>	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

## Values

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

## Additional Post Requirements

Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input checked="" type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

## Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family