

## **Job Description**

**Post Title:** Payroll and Pensions Assistant

**Directorate:** Finance

**Reports to:** Group Payroll and Pensions Manager

**Direct Reports:** 0

**Salary Band:** SP26 – 30

**Key Relationships:** WMCA Employees, Payroll Employees covered under SLA's (MML / UK Tram / WM5G), Pension Fund (LGPS/NEST/Standard Life), HMRC, Other 3<sup>rd</sup> Parties

## **Role Purpose**

To provide a professional payroll and pension service ensuring that all West Midlands Combined Authority staff, Councillors, Pensioners and staff covered under SLA's are paid accurately and timely; ensuring that West Midlands Combined Authority complies with all current Employment Legislation, Pension Regulations and statutory payroll requirements, providing key support to the payroll team.

## **Responsibilities**

- Record and calculate statutory deductions in line with HMRC requirements, i.e. PAYE, SSP, SMP, SPP, SAP, FPS, EPS
- 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.
- Respond to payroll and pension queries promptly and amend as necessary.
- Maintain the Business World payroll system, via the input of payroll information.
- 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.

- Produce payroll information and reconciliations; including the recording of payroll data into the Business World finance system, to include month-end journals. Deal with any queries as necessary, with the assistance of the Payroll Officer & Manager, where required.
- Process the payment of expenses via payroll, ensuring compliance to the Travel & Expenses Policy.
- Administration of the process for corporate credit cards and other non-payroll expenses, 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.
- Produce ad hoc payroll reports as required.
- Calculation of staff employment pay, entitlements and absences.
- In conjunction with the Payroll & Pensions Manager assist in the calculation of redundancy and early retirement costs.
- Maintain documentation, report and produce information and ensure all statutory and third-party payments are processed and paid within laid down timescales.
- Provide support to the Payroll & Pensions Manager for identified key tasks within the section.

## Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			<b>Assessment Method</b>		
<b>Experience</b>	E	D	App*	Int**	Other***
Experience of working in a busy Payroll Team	X		*	**	***
Experience of processing pension information with pension providers	X		*	**	***
Experience of a computerised payroll system	X		*	**	***
Experience of using computerised financial systems		X	*	**	***
Experience of IR35 assessment practices		X	*	**	***
<b>Skills/Knowledge/Abilities</b>	E	D	App	Int	Other
Competent in the use of Excel	X		*		***
Knowledge of the Local Government Pension Scheme and/or other defined contribution pension schemes	X		*	**	***
Good working knowledge of PAYE and other statutory payments/deductions	X		*	**	***
Ability to maintain confidentiality and exercise discretion	X		*	**	***
Excellent Communication Skills	X		*	**	***

<b>Qualifications/ Professional Memberships</b>	E	D	App	Int	Other
Association of Accounting Technicians or equivalent	x		*		
CIPP qualified		x	*		

\* Application

\*\* Interview

\*\*\* Details will be shared at interview stage

### Core Expectations

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.

<b>Value</b>	<b>Competency</b>	<b>Behaviour</b>
Collaborative	Team Focused	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.

### Health and Safety

All employees have a duty to take reasonable care for the health and safety 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 and safety.

### Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

### Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

**Performance Management**

To actively engage in the performance management process and take responsibility for managing performance outcomes.

**GDPR (General Data Protection Regulation)**

To 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.

**Other**

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis