

Service Document Standard Form:

Role Profile:

Finance and Payroll Administrator

Linked documents: *Job Evaluation Guidance Note*



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| ROLE DETAILS: | |
|------------------------|-----------------------------------|
| Role Title: | Finance and Payroll Administrator |
| Grade: | Scale F |
| Service area: | Finance and Assets |
| Responsible to: | Principal Accountant (Technical) |

PURPOSE OF THE ROLE: *Why the role exists and what it has to achieve*

This post will encompass a wide range of responsibilities across both the Finance team and Payroll and Benefits team, including:

- Day to day administration of the financial and employee transaction process, control and report function, ensuring all financial and employee transactions are undertaken accurately, efficiently and effectively
- Input and maintenance on the finance system for creditors, payroll, pensions and debtors, ensuring correct payments and receipts and at the correct time
- The Service's management information is accurate and in accordance with policies, procedures and legislation for BMKFA
- Support key aspects of end-to-end payroll, expenses and benefits processing into the Payroll system inclusive of pension contributions

DIMENSIONS OF THE ROLE: *The key statistics associated with the role*

Financial (direct or non-direct): Direct – Impact on the payment of all staff salaries, expenses re-imbursments, contractual and voluntary benefits processing which will impacting Service costs and statutory and third-party liabilities

Direct – Impact on the payment of supplier invoices on the weekly BACs payments run

Staff responsibilities (direct or non-direct): None

Any other statistical data: Involvement with internal reporting of finance and payroll related information to third parties as appropriate, e.g. pension provider and HMRC.

Service Document Standard Form:

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PRINCIPAL ACCOUNTABILITIES: *What the role is accountable for and required to deliver*

Finance – Technical Accounts

- To be part of the financial reporting and transactions team, working across all the activities carried out in the team to include:
 - Finance system administration and support – including back-up and business continuity arrangements
 - Providing finance system training, when required
 - Finance Transactions – including banking, reconciliations and modelling
 - Finance Reporting – including statutory year end accounts and management reports, statutory, statistical and benchmarking returns
 - Accounts Payable – including payroll and pension output checking and verification
 - Accounts Receivable – including debt recovery and debt management
 - Taxation expertise and advice
 - Electronic Ordering – requisitions and goods receipting
 - Treasury Management, Borrowing and Cashflow
- To process authorised financial transactions, changes etc - including input on finance system to ensure that, creditors and debtors receive the correct payments at the correct time and the Service's management information is accurate.
- To ensure the efficient and effective delivery of support to customers through the financial accounting and transactions team, including finance system support and training.
- To support the maintenance of the electronic ordering, budget holder, requisitioner, goods receipting and invoice authorisation records, including substitutes, starters and leavers in accordance with financial regulations, instructions and procedures.
- To support and optimise the service cash receipting, allocate income to appropriate cost centres and cost element codes, investigating and rectifying any problems. Also, to proactively manage outstanding debt including monitoring and reducing Service debt levels, reporting monthly and upholding prevailing debt management policies and procedures. This will involve liaising with other departments and chasing up debtors.
- To support the regular checking and payment of all high-risk accounts (e.g. utilities) and keeping records up to date. To assist in the monitoring and clearance of control accounts and suspense accounts and check that proper safeguards are in place.
- To ensure procedure notes are in place for all activities within the job's remit and to keep them up to date. Also, to ensure guidance notes, finance manuals, changes in procedures/legislation are notified to all users in an accurate and timely manner and published on the intranet.
- To support and act as back up to the Finance Assistant as and when required.
- To assist in the closing of accounts and ensure all year end returns are completed, in

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accordance with policies, procedures and legislation.

- To keep up-to-date of latest legislation and provide up to date advice (including tax planning and modelling) and guidance notes to senior managers, finance system users and employees on taxation matters for payroll, CIS and VAT and assisting with Audits.

Payroll

- To be part of the Payroll and Benefits team, working across all the activities carried out in the team to include:
 - Maintaining key aspects of employee payroll records within the Payroll system
 - Collating monthly data for input in line with processes
 - Processing of non-positional pay related changes
 - Processing of variable and additional hours payments
 - Assist with the provision of any interim payments required
 - Undertaking amendments to employee benefits and pension for payroll purposes
 - Undertaking the recording of blue light vehicle allocation, mileage recording and payments plus monitoring for P11D data gathering and reporting
 - Assisting with the review and checking of payroll prior to electronic payslip production
 - Dealing with routine payroll related queries
 - Assisting with HMRC correspondence and queries and third-party administration
 - Running regular and ad-hoc payroll and pension reports
 - Reconciliation of pensions contributions and ensure accurate and timely payment and reporting to the Pension Scheme Administrator
 - Dealing with line manager requests for information and providing clarification on a wide range of Payroll matters
 - Assist with maintaining employees benefit data for P11D records and the production and distribution of P11ds
 - Scanning and filing of payroll processing documentation required in respect of Payroll audit trail standard
- Payroll system administration and support – including back-up and business continuity arrangements
- Maintain the accuracy and security of employee personal record files (ePRFs) with regard to payroll, expenses and benefits related changes and absence related tasks administered and processed during each pay period.
- Contribute to the timely and accurate creation and maintenance of the content of the monthly payroll processing files required to support audit and administrative requirements with the appropriate level of confidentiality and data protection considerations.

Other

Service Document Standard Form:

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- To ensure all administrative tasks are completed including filing, copying, postal distribution document collation, information gathering etc.
- To support the submission of statistical returns.
- Routine accountancy work to update the accounts including:
 - Correction of coding errors
 - Make out or input journals
 - Postings to the accounts
 - Processing of virement requests
- To participate in inter-departmental working groups on relevant corporate matters as required and to liaise with appropriate departments as necessary.
- To be aware of and provide financial advice and guidance on the interpretation and implementation of government grants, budgets and monitoring, pension queries, payroll queries, coding, virements, procedures and practices as required.
- To support and contribute to internal and external audits; service development reviews and the management of risk.
- In conjunction with the Principal Accountant and Payroll and Benefits Manager, to continuously review current processes, procedures and policies for finance and payroll and ensure alignment with latest legislation, the Service's public safety and corporate plans and policies and procedures.

DECISION MAKING:

Make decisions:

There will be an expectation for the post holder to make decisions related to their level, however outputs will be overseen by the line manager.

Significant say in decisions:

The post holder will assist the Principal Accountant and Payroll and Benefits Manager in making decisions in relation Technical Accounts, Payroll and Benefits.

CONTACT WITH OTHERS: *The frequent contact the role holder has with others and for what purpose*

Internal:

- Direct reports and line manager
- Budget holders/purchase card holders
- Finance system/payroll system users
- Area/Group/Station Commanders

Service Document Standard Form:

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External:

- Finance System Administrators
- Suppliers
- Customers
- Internal/external appointed Auditors
- Other Authorities
- Professional Advisors (e.g. tax, treasury management)
- Insurance provider
- Banks, building societies, fund managers, brokers

PERSONAL REQUIREMENTS:

- To participate in a programme of continuous personal and professional development relevant to the role
- To demonstrate conduct and behaviours in accordance with the Service policies, values and norms
- To comply with the Services' aims, organisational values and behaviours and their impact on this post
- To be committed to protecting and respecting the privacy of individuals and the responsible handling of personal information
- To ensure all aspects of health and safety are adhered to. Ensuring that all employees, visitors, contractors etc. within the area are following statutory requirements and Service policies and procedures
- The Service is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment
- To undertake, with appropriate training, the duties of other roles as required
- To mentor and coach employees as required
- To contribute to the development and implementation of relevant policies and procedures
- Attend meetings as required and submit information in appropriate formats as required
- To undertake any other duties which fall within the broad spirit, scope, levels and purpose of this role that may reasonably be required from time to time, at any location required by the Service

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REQUIREMENTS: Essential Criteria

The skills, knowledge, qualifications and training required to perform the role

Qualifications & Training:

- GCSE's in Maths and English A* - C/4-9 (or equivalent)

Experience:

- Familiarity with Microsoft Office
- The ability to use the relevant software competently (finance system)
- Show experience of being able to communicate to various stakeholders in a confident manner
- Experience of working in Finance and Payroll in local government

Knowledge & Skills:

- Good knowledge of Microsoft Office (Word/Excel/Outlook and PowerPoint)
- Good IT skills and ability to input and extract data from the finance system
- Ability to work within a team and to interact with individuals
- Ability to work on own initiative and without direct supervision within established guidelines
- Planning and time management skills
- Good organisational skills and ability to prioritise tasks
- Ability to work to time sensitive deadlines, with excellent attention to detail
- Commitment to achieving value for money for the public purse
- Analytical and problem-solving skills
- Numerate
- Flexible attitude to work
- Openness to change and proactively seeks to improve it
- Possesses high levels of integrity, honesty, reliability and confidentiality
- Able to communicate well verbally and in writing, including confident using phone

ANY ADDITIONAL INFORMATION: *Information relevant to the role.*

The post holder will be expected to have a flexible approach to work, possessing a high level of integrity, honesty, reliability and confidentiality.

This role profile will be supplemented by annual target-based outcomes, which will be developed in conjunction with the role holder. It will be subject to regular review and the Service reserves the right to amend or add to the content listed above.

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