

## Service Document Standard Form:

### Role Profile - Payroll and Benefits Administrator

Linked documents: Job Evaluation Guidance Note



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ROLE DETAILS:	
<b>Role Title:</b>	Payroll and Benefits Administrator
<b>Grade:</b>	Scale E
<b>Service area:</b>	Finance
<b>Responsible to:</b>	Payroll and Benefits Manager

<b>PURPOSE OF THE ROLE:</b> <i>Why the role exists and what it has to achieve</i>
<p>This post will encompass a wide range of responsibilities; however the core will be centred on the processing and administration of payroll, benefits and pension. The post holder will undertake employee administrative transactions accurately, securely, efficiently and effectively and therefore achieve the required standards of customer service.</p>

<b>DIMENSIONS OF THE ROLE:</b> <i>The key statistics associated with the role</i>
<p><b>Financial</b> – Direct or Non-Direct: Direct impact on staff salaries and Authority costs.</p> <p><b>Staff Responsibilities</b> – Direct or Non-Direct: N/A.</p> <p><b>Any other statistical data:</b> Involvement with internal reporting of payroll related information to third parties as appropriate, e.g. pension provider and HMRC.</p>

<b>PRINCIPAL ACCOUNTABILITIES:</b> <i>What the role is accountable for and required to deliver</i>
<p>The post holder will support payroll processing and administration and tasks will vary from time to time depending on work priorities and statutory requirements.</p> <p>The principal responsibility is to support timely and accurate processing of pay, benefits and pension in line with the payroll timetable and employer and employee expectations.</p> <p>The processing of payroll, benefits and pension will include:</p> <ul style="list-style-type: none"><li>○ Maintaining key aspects of employee payroll records within the system.</li><li>○ Collating monthly data for input in line with processes.</li></ul>

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- Processing variable payments and expenses.
- Processing of non-positional pay related changes.
- Processing of variable and additional hours payments.
- Assist with the provision of any interim payments required and liaising with Finance to ensure timely payment.
- Undertaking amendments to employee benefits and pension for payroll purposes.
- Undertaking the recording of absence and assessment of OSP/SSP.
- 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 & 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 standards.

Additional responsibilities will include:

- Maintain the accuracy and security of employee personal files (PRFs).
- Undertake general administrative tasks, e.g. information gathering, copying, document collation.
- To raise purchase orders as required.

#### **DECISION MAKING:**

##### **Make decisions:**

- Corrective action for payroll queries.

##### **Significant say in decisions:**

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

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**Internal:** At all levels within the Authority.

**External:** (as required)

- Other local authorities
- Third parties in respect of all aspects of end to end payroll administration
- System support
- Appointed auditors

### 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 Authority policies, values and norms.
- To comply with the Authority's aims, organisational values and behaviours and their impact on this role.
- To undertake, with appropriate training as required, the duties of other administrative roles as required.
- To mentor and coach individual members of staff 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 that may reasonably be required from time to time at any location required by the Authority.

### REQUIREMENTS: Essential Criteria

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

#### Qualifications & Training:

- Educated to GCSE Grade C level or equivalent

#### Experience:

- Proven office experience

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#### Skills:

- Good customer service skills
- Good verbal and written communication skills
- Numerate
- Open to and able to adapt to change
- Ability to work to time sensitive deadlines with high attention to detail
- Ability to work within a team and to interact with individuals at all levels
- Ability to work on own initiative and without direct supervision within established guidelines
- Demonstrates problem solving skills
- Able to take coherent notes of telephone conversations and meetings
- Able to prioritise tasks
- Able to work confidently within a team and to interact with individuals in a friendly, courteous manner and is tolerant in their approach.

#### Knowledge:

- Computer literate and ability to use Microsoft Office packages and other IT applications.
- Good understanding of confidentiality and data protection requirements.

#### REQUIREMENTS: Desirable Criteria

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

#### Qualifications & Training:

- BTEC Level 3 Diploma in Business administration or equivalent

#### Experience:

- End to end payroll administration
- Tax Year End reporting
- Auto Enrolment

#### Skills:

- Good level of Excel

#### Knowledge:

- Demonstrable knowledge with regard to basic contractual and statutory payroll obligations
- Accounting for payroll

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

A flexible approach to work is essential to ensuring compliance with the payroll timetable

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