**Senior Payroll & Pensions Officer (Ref PI013 / 20083)**

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| **Police Staff** **Senior Payroll & Pensions Officer** **Finance** **Role Definition:PI013 / 20083** |

**ROLE DEFINITION**

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| Dept / Area Command: | Finance | http://domcms/icons/ecblank.gif | Section: | Payroll and Pensions |
| Post Title: | Senior Payroll & Pensions Officer | http://domcms/icons/ecblank.gif | Post Reference: | PI013 / 20083 |
| Post Grade: | Grade F | http://domcms/icons/ecblank.gif | Location: | Forth Banks |
| Car User Status: |  | http://domcms/icons/ecblank.gif | Telephone Allowance: |  |
| Shift Allowance: |  | http://domcms/icons/ecblank.gif | Standby Allowance: |  |
| Weekend Enhancement: |  | http://domcms/icons/ecblank.gif | Contractual Overtime: |  |
| Line Manager: | Payroll and Pensions Manager | | | |
| Staff Responsibilities: | Allocated subordinate staff and trainees | | | |
| Purpose: | To ensure that all calculations relating to pay and pensions are correct in accordance with legislation ensuring the provision of an efficient service to the force. To ensure the correct payment of salaries to all staff and pensions to all police pensioners in accordance with time scales. | | | |

**Key Responsibilities:-  
    
1. To ensure the processing of all payrolls, provision of BACS payments and payroll controls are completed and balanced at the end of each day period.   
  
2. To complete all year end returns relating to pay, pensions and taxable benefits with the necessary regulatory body.   
  
3. Develop and produce financial reports to ensure the timely completion of all statutory returns and be able to provide and present financial information to senior management as required.   
  
4. To control and monitor outstanding debt resulting from overpayments in salary and allowances in order to ensure prompt recovery.   
  
5. Implement any regulatory changes, pay awards and increments ensuring that all pay rates, allowances, compensatory grants and pension deductions are in accordance with regulations.   
  
6. Ensure weekly updating and effective maintenance of payroll and pensions systems, procedures and data by monitoring the performance of the section and identifying improvements to systems and procedures to ensure the efficiency and effectiveness of the section are maintained.  
  
7. Develop and maintain effective customer relationships with staff associations, managers and working groups, acting as the primary point of contact for pay and pensions advice in order to communicate proposed changes and identify improvements to the service provided.   
  
8. To assist the payroll manager in the provision of annual benefit statements, annual allowance statements and expenses and benefits letters and respond to any queries arising from this information, holding one to one meetings with officers or staff when requested.  
  
9. Represent the Payroll and Pensions section through participation in working groups across the force in order to contribute to improvements to the service provided.   
  
10. Manage the allocation of work and staff within the section to ensure that service delivery standards and payroll and statutory deadlines are met and that all staff and pensioners are paid correctly and on time.  
  
11. Provide advice and guidance on pension transfer values and arranging refunds, deal with all related correspondence and queries, resolving the more complex issues in order to provide an efficient and prompt service to present and past employees.   
  
12. Undertake appraisals, reviewing performance and identifying goals and objectives and bringing instances of good or poor performance to the attention of management and contribute to the development and training of payroll staff in order to increase the professionalism of the service and to contribute to the development of the individual as well as contributing to the recruitment and selection of new staff as required. Assist in embedding a culture of continuous improvement and personal responsibility within the department.  
  
The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**