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| **Police Staff****Payroll and Pensions Officer****Finance****Role Definition:PI020 / 18529 / 20810** |

 **ROLE DEFINITION**

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| Dept / Area Command: | Finance  |  | Section: | Payroll and Pensions  |
| Post Title: | Payroll and Pensions Officer  |  | Post Reference: | PI020 / 18529 / 20810  |
| Post Grade: | Grade D   |  | Location: | Forth Banks  |
| Car User Status: |   |  | Telephone Allowance: |   |
| Shift Allowance: |   |  | Standby Allowance: |   |
| Weekend Enhancement: |   |  | Contractual Overtime: |   |
| Line Manager: | Senior Payroll and Pensions Officer |
| Staff Responsibilities: | Not Applicable |
| Purpose: |  To provide comprehensive administration of core finance payroll and pensions systems ensuring the prompt and accurate payment of all police staff, officers and police pensioners in accordance with their relevant conditions of service. Deal with any queries within the payroll deadlines ensuring accuracy of remuneration in accordance with legislation, policy and regulations. |

**Key Responsibilities:-

1. Process all authorised information and data on core finance payroll & pensions systems within specified timescales and in accordance with legislation, regulations and payroll procedures to ensure that appropriate and accurate payments are made to all staff, officers and pensioners within agreed timescales.**

**2. Calculate all staff sickness and maternity absences and related payments, incremental progression and employees’ pay and deductions passing on relevant information as required to third parties.**

**3. Ensure all records both manual and electronic are maintained on core finance payroll & pensions systems to ensure accurate reporting and budget monitoring and to provide an efficient service to the force.**

**4. Processing of all police officer retirements, including the calculation and payment of lump sums ensuring that all relevant tax charges are deducted and reported in accordance with legislation.**

**5. Administration of the police pensioner payroll ensuring accurate calculation and application of pensions increase to applicable police pensioners, calculation and operation of GMP, calculation and payment of injury pensions and calculation and implementation of any widows benefits.**

**6. Provision of detailed pension quotations to any police officers within the last twelve months of service and ill health calculations for officers being considered for ill health/medical retirement.**

**7. Provision of detailed pension quotations to police staff for ordinary, flexible and ill health retirements.**

**8. Maintain up to date knowledge of legislation, policy and regulations in order to respond quickly and accurately to requests for information from staff, departments and other customers; such as solicitors, banks and building societies.**

**9. Ensure that relevant documentation is issued correctly to departments and outside agencies on time and in accordance with service level agreements.**

**10. Process and interpret contractual information in order to calculate accurate pay and allowances for all categories of staff.**

**11. Liaise with other key stakeholders and external sources regarding verbal and written queries and correspondence in order to progress the work of the section.**

**Develop and maintain effective customer relationships with managers and staff in other departments by responding to all customer enquiries in a timely manner and where necessary escalating queries to the Senior Payroll & Pensions Officer for resolution.**

 **The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**