

Role Profile and Person Specification

ROLE PROFILE

Role Title:	Deputy Finance Lead Payroll & Pensions	Leadership stage:	2
JRN:	20606	Job family:	
Band:	10	Location:	Agile
Allowances:	As per contract	Politically restricted:	No
Department:	Finance	Vetting level:	RV
Reporting to:	Finance Lead - Payroll & Pensions	Date published:	Oct 2024
Posts responsible for:	Allocated staff		

Job Description

Overall purpose of the role:

Reporting directly to the Finance Lead – Payroll & Pensions, providing support on force projects, ensuring key annual tasks are completed, responsible for the effective day-to-day running of payroll, pensions and pension remedy, implementing internal controls and ensuring deadlines are met. Required to identify improvements to systems and procedures to ensure that the efficiency and effectiveness of the department is maintained. Responsibility to ensure that any regulatory/legislative changes are implemented correctly and are communicated to key stakeholders and the business. Leading the section in the Finance Lead's absence.

Key responsibilities of the role:

1	To assist in the management of the Force's payroll and pensions section, including planning and prioritising workload, ensuring an effective service is provided to the Force.
2	Ensure implementation of pension remedy and relevant changes in LGPS and Police Pension Scheme in accordance with national guidance.
3	Establish position and act as 'Force Expert' in all payroll and pension matters regarding employee taxation, both Police Pensions and Local Government Pensions, including ongoing pension remedy, reviews of ill health/death in service/past retirements, impact on current and deferred members, review of past annual allowance/lifetime allowance tax charges.
4	To represent the Force at national meetings and participate in the National Police Chiefs Council technical working group in relation to pay and pensions to ensure that the Force is kept up to date with developments in the field and working collaboratively with other police forces to develop and share best practice and provide professional support and guidance as required.
5	Provide specialist advice and guidance, interpreting and explaining regulations and statutory legislation governing pay and police pensions to the Police Pension Board to assist with effective monitoring and ensure both legislative and regulatory compliance.
6	Provide leadership, direction and development of staff, overseeing assigned project tasks, undertaking recruitment, appraisals and discipline of staff and ensuring all staff have the knowledge, skills and experience to achieve required standards and performance and provide additional training and support to ensure staff are kept up to date on key changes and have the necessary understanding to be able to answer regular queries.

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7	Responsible for the provision of Officer annual benefit statements/annual allowance statements, responding to queries arising from this information and holding one to one meetings when required. Provide technical expertise to Chief Officers regarding pension and Annual Allowance and Lifetime Allowance tax implications.
8	Ensure compliance with HMRC and government legislation, ensuring that monthly reporting of RTI, FPS and year-end processing are completed, and all payments are processed and tax charges reported via annual event report and quarterly accounting for tax returns.
9	Develop and maintain a network of contacts, with software suppliers, other external bodies and national colleagues ensuring the needs of the Force are identified, articulated and clearly satisfied.
10	To maintain both the payroll and police pension administration systems, participate in regular Testing Working Party user groups as part of system development, assist with business continuity process testing, and update, manage and reconcile member data and run annual tasks and processes such as Annual Allowance, Annual Benefit Statements, Pension Increase and CARE Revaluation.
11	Attend and deliver pre-retirement course presentations and provide regular Q&A sessions to answer queries and concerns from individuals regarding their retirement benefits and provide technical guidance on legislation and regulations.
12	To work in partnership with colleagues in People Services and Legal to ensure any ill health retirements are processed in accordance with the regulations and guidance.

Part B – Scope of contacts

Internal / External relationships:

Internal: Heads of Department, Area Commanders, People Services, Legal Department, Police Pension Board, Information Management Unit, Chief Officer Team, ICT Department

External: National Police Chiefs Council, Home Office, HMRC, Aquila Heywood, National Colleagues, Tyne and Wear Pension Fund, Staff Associations, Corporate Schemes Partners

Part C – Competencies and Values

Northumbria competencies and values framework (NCVF)

Part D – Continuous Professional Development (CPD) role 6 months

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First 6 months	
1	To have developed knowledge and understanding of force systems and policies, departmental procedures and the flows of information both into and out of the department.
2	Understanding of both local government and police pension schemes knowing the different contribution rates, rules for opting out, when refunds can be given, and when staff and officers are eligible to retire.
3	Awareness of the payroll and pension department deadlines, payroll and pensions processing cycles, key monthly tasks to be completed and the statutory monthly and annual reporting which needs to be submitted to HMRC.
4	To be able to demonstrate effective leadership, management and supervision of staff and be able to deal with any issues or problems, which arise whilst ensuring the department, is able to meet all objectives and deadlines.
12 months and beyond	
5	Developed a comprehensive knowledge of both payroll and pensions legislation and regulations to be able to confidently and effectively answer technical queries, which may arise.
6	To have an in depth knowledge and understanding of both payroll and pensions systems and processes to be able to ensure these are operating efficiently and to be able to review these when necessary to resolve problems and make improvements.
7	To be able to represent the force at both internal and external meetings and demonstrate knowledge and expertise in the field and ensure the department is up to date on any developments or changes in legislation, regulations etc. to ensure we are fully compliant, and to share best practice to ensure the department is operating effectively.
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Part E - PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>At least 5 years relevant experience in payroll & pensions at senior managerial level.</p> <p>Extensive knowledge of Police and Local Government pension scheme legislation and regulations.</p> <p>Knowledge of Police Injury Benefit regulations and ill health pensions.</p>	<p>Educated to degree level.</p> <p>Professional Payroll/Pensions qualification.</p>	<p>Application/interview/ CPD</p>

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	<p>Knowledge of HMRC rules and statutory regulations governing pay, tax, national insurance, salary sacrifice, sickness and child related leave.</p> <p>IT skills and experienced user of Microsoft Office with an ability to manipulate and analyse data in Excel using formulae, lookups, pivot tables.</p>		
Planning and organising	<p>Experience of managing and prioritising team workload, in line with organisations objectives.</p> <p>Experience of managing own workload, with the ability to manage multiple complex activities.</p>		Application/interview/ CPD
Problem solving and initiative	<p>A demonstrable focus and passion for processes improvement.</p> <p>Knowledge and experience of identifying solutions to resolve complex issues.</p>		Application/interview/ CPD
Management and teamwork	<p>Practical experience of managing a team.</p> <p>Excellent interpersonal skills to motivate individual and team performance to achieve goals and objectives whilst promoting a standard of collaboration and ownership.</p>		Application/interview/ CPD
Communicating and influencing	<p>Excellent communication skills being able to discuss and document technical and complex information with</p>		Application/interview/ CPD

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	both technical and non-technical stakeholders.		
Other skills and behaviours			Application/interview/ CPD