



## Job Role: Assistant HR Business Partner Payroll and Data

### Job Family: Senior Technical Advisor

## Broadland District Council and South Norfolk Council

### Purpose

To provide and manage the full range of payroll activities and processes in accordance with statutory requirements, current legislation and the policies and procedures of the councils.

Ensure payroll processes are fit for purpose and continuously review and improve these to make efficiencies in the process. Proactively produce and interpret management information reports to support the delivery plans.

### Key accountabilities

- Produce timely and accurate payroll and management information as required to the HR team and managers
- Ensure all payroll and staffing records are accurately maintained and updated in line with policy/legislation
- Process and deliver all monthly payroll activities accurately and on time including investigating and resolving complex pension calculations
- Ensure compliance with HMRC and other statutory bodies for HR and payroll reporting
- Ensure that all processes relating to 'end of year' for payroll are completed within statutory timeframes
- Provide advice to staff and managers in relation to all payroll and pension queries
- Liaise with the auditors providing them with timely information as required
- Update the HR and Payroll system as required to ensure the data is accurate
- Contribute to specific project/programme/activities across the wider HR team as required
- Highlight and analyse trends as appropriate and recognise areas for improvement, cost savings and efficiencies
- Proactively ensure the best possible service and value add from third part suppliers and contractors
- Work to the councils' constitutional, legal and regulatory requirements. Adhere to both councils' health and safety and equalities policies

### Role specific skills, knowledge and experience

- Relevant qualification and/or equivalent level of experiential learning or demonstration of transferrable skills
- Experience of maintaining accurate information/records

- Experience of developing relationships with a range of stakeholders internally
- Evidence of providing an efficient payroll service and giving advice to managers and staff
- Thorough knowledge of payroll procedures, HMRC and statutory responsibilities of the payroll function
- Evidence of continued personal development
- Good analytical and IT skills
- Good communication skills
- Ability to build credibility quickly
- Ability to plan workload and deliver against conflicting deadlines/priorities
- Ability to produce and interpret management information
- An understanding of equalities, equal pay and gender pay reporting
- Ability to develop and continuously improve payroll/management information processes
- 31-45% of the post holders time will be spent on external communication

*There will be a requirement to work geographically across the sites covered by the councils.*

Date: November 2020



Two Councils  
One Team

