

Job Description and Person Specification

Role: Payroll & Pension Trainee



Job Description

Job Title	Payroll & Pensions Trainee
Grade	1 progressing to 3
Service	HR – Payroll & Pensions Service
Reports to	Payroll Lead
Location	Floor 9 Friargate
Job Evaluation Code	A5834



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

To be trained to undertake payroll, pension and HR admin duties and associated activities in accordance with prevailing legislation and Council Policies and Procedures in order to deliver quality services.

Main Duties & Key Accountabilities

Core Knowledge

1. Process all payroll, pensions & HR data accurately in accordance with defined procedures and appropriate regulations & policies.
2. Calculate sickness, maternity, arrears, interim payments accurately and on time to meet prescribed deadlines.
3. Undertake the administration necessary to ensure the accurate and timely payment of additional employee expenses as appropriate.
4. Answer personal, telephone and written enquiries from employees, departments, and statutory bodies as appropriate.
5. Maintain accurate and up to date filing systems.
6. Ensure that all appropriate records are up dated to reflect changes in employee payment details, liaising with colleagues as appropriate.
7. Maintain an up to date working knowledge of all statutory regulations and Council policies regarding payroll & pensions services.
8. Complete the appropriate pension paperwork in respect of early leavers, retirements or death in service and produce pension estimates.
9. Ensure that the correct procedures are followed in determining whether new employees should become pension scheme members.
10. Process all aspects of payroll and pension work for external customers on their instruction & authorisation.
11. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External LA Schools, Academies & External Customers	Internal All employees, Managers & Recruitment.
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:
N/A

Person specification

Job Evaluation Code	
Knowledge	
Knowledge of computerised systems & software packages	
Understanding of equality & diversity in the workplace	
Understanding of the work undertaken in a payroll, pensions HR contract team	
Skills and Abilities	
Good communication skills	
Methodical & accurate approach to work	
The ability to learn new computer packages and systems/procedures	
Able to work co-operatively in a team	
Able to work to strict deadlines.	
Ability to solve problems	
Able to maintain confidentiality of information.	
A flexible approach to working patterns to meet the needs of the service.	
Excellent Numeracy Skills	
Experience	
Experience of using computer packages	
Experience of working as part of a team	
Qualifications	
GCSE Maths & English at level 4/C or equivalent.	
Special Requirements	

Undertake a Level 3 Payroll Administrator Apprenticeship

Date Created	05/06/2024	Date Reviewed	
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