



Coventry City Council

Job Description

Job Title:	Payroll & Pensions Trainee	Job Number:	
Service Group:	People & Culture	Post Number:	
Team:	Payroll, Pensions, Employee Benefit & HR Contract Administration Service	Grade:	Grade 1 progressing to 3
Location:	Floor 10 Friargate		

Job Purpose:

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 and Responsibilities:

1. Process all payroll, pension & HR data accurately, in accordance with defined procedures and appropriate regulations and 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 updated 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 & pension 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 and authorisation.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

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

Responsible for: N/A

Responsible to: Payroll Lead

Date Reviewed:

Updated: Nov 2020



Coventry City Council

Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Understanding of the work undertaken in a payroll, pensions HR contract team• An Understanding of how to ensure equality of opportunity in the workplace/
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Skills and Abilities	<ul style="list-style-type: none">• Communication skills both verbal and written to deal with a wide range of people both on the telephone, face to face, by letter and email.
	<ul style="list-style-type: none">• Methodical & accurate approach to work
	<ul style="list-style-type: none">• The ability to learn new computer packages and systems/procedures
	<ul style="list-style-type: none">• Able to work co-operatively in a team
	<ul style="list-style-type: none">• Time Management skills in order to meet strict deadlines
	<ul style="list-style-type: none">• Ability to solve problems
	<ul style="list-style-type: none">• Numeracy skills (add, divide, subtract, multiply) for payment calculations
	<ul style="list-style-type: none">• Able to maintain confidentiality and adhere to the Data Protection Act.
	<ul style="list-style-type: none">• A flexible approach to working patterns to meet the needs of the service

Experience:	<ul style="list-style-type: none">• Experience of being part of a team.• Experience of using computer packages.
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Educational:	<ul style="list-style-type: none">• GCSE Maths & English at level 4/C or equivalent.
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Special Requirements:	
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Date Reviewed:

Updated: Nov 2020