



Coventry City Council

Job Description

Job Title:	Employee Benefit & Finance Team Manager	Job Number:	A5595
Service:	HR Payroll & Pensions – Employee Benefits & Finance	Grade:	7
Location:	Floor 10 Friargate		

Job Purpose:

To manage and be responsible for the employee benefit and reward schemes on a daily basis, including the administration of the employee benefit schemes and contributing to their evaluation. You will ensure the financial reconciliation of the payroll and employee benefits schemes, assist in the budgetary control processes and procedures. Interpret and provide advice on the implications, and/or potential implications, arising from government policies/legislation and the associated rules and regulations.

Main Duties and Responsibilities:

1. To develop, implement, administer and maintain employee benefits schemes including policies and procedures, and ensuring statutory compliance.
2. Management of the Employee Benefit & Finance Team setting priorities and monitoring and applying standards of performance, undertaking staff appraisals identifying development and training requirements
3. To ensure the schemes are regularly marketed and communicated with the council to promote the employee benefits and increase awareness.
4. Undertake the interpretation of policies/legislation that impact on payroll & employee benefits identifying implications and providing advice to managers, customers and colleagues.
5. To work with the providers to ensure the contractual requirements and performance targets are Monitored and met.
6. Manage and provide the professional policy and procedural advice, guidance and support to managers & customers on employee benefits & payroll finance including IR35 & P11D.
7. Responsible for ensuring the management of payroll balance sheet codes for third party payments including the reconciliation, monitoring and accounting for expenditure.
8. To effectively lead and manage the support staff/team for employee benefits/rewards ensuring appraisal, recruitment, health and safety issues are in place.
9. Responsible for ensuring accurate records of deductions and making payments to third parties according to statutory requirements and timetables.

10. Responsible for ensuring the balancing and reconciliation of payroll output, ensuring any discrepancies are identified and investigated. This includes authorising the transfer of payments via BACS, and the corresponding payroll transactions to the Council's financial management system).
11. Liaise with, and support, Internal, and External Audit or the HMRC during their inspections of employee benefits or payroll.
12. Approve purchase requisitions up to delegated limits.
13. To advise managers, employees and schools about the schemes and ensure appropriate eligibility criteria is adopted and followed.
14. In accordance with Council budgetary control policy, manuals and timetable, develop an effective budgetary control system this is to include providing reports and information as requested by the monitoring team in Finance
15. Input to the development of the service and its continuous improvement including (leading or supporting) on new initiatives and projects.
16. To contribute to the assessment and review of the schemes, ensuring value for money and relevance to the council and its pay and reward philosophy.

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: Payroll Reconciliation Officers
Payroll & Employee Benefits Co-ordinators
Payroll & Employee Benefits Officer
Payroll & Employee Benefits Apprentice
Payroll & Benefits Admin Assistant

Responsible to: Payroll Support Manager

Date Reviewed: Aug 2020

Updated:



Coventry City Council

Person Specification

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Service:	HR Payroll & Pensions – Employee Benefits & Finance	Grade:	7
Location:	Floor 10 Friargate		

Area	Description
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Knowledge:	<ul style="list-style-type: none">• An in-depth Knowledge of budgetary control and financial management processes
	<ul style="list-style-type: none">• An up to date Knowledge of employee benefits programmes including policies and procedure
	<ul style="list-style-type: none">• An up to date knowledge of relevant employment laws and regulations relevant to payroll, expenses and benefits & IR35

Skills and Abilities:	<ul style="list-style-type: none">• Evidence of strong people skills in relation to motivation, leadership and development of staff.
	<ul style="list-style-type: none">• Evidence of effective influencing and negotiating skills
	<ul style="list-style-type: none">• Excellent interpersonal and communication skills, both oral and written, and ability to demonstrate a positive, pragmatic and solution-focused approach
	<ul style="list-style-type: none">• A high level of organisation skills to manage complex and time critical workloads.
	<ul style="list-style-type: none">• Ability to conduct research, analysis and interpret information and produce reports.
	<ul style="list-style-type: none">• High level of numeracy skills
	<ul style="list-style-type: none">• Able to demonstrate commitment to ensuring equality in the workplace

Experience:	<ul style="list-style-type: none">• Experience of the successful management of either a finance or employee benefits team.
	<ul style="list-style-type: none">• Excellent relationship and project management skills.
	<ul style="list-style-type: none">• IT Literate with HR Systems and MS packages,
	<ul style="list-style-type: none">• Maintaining financial, administration and information systems

Educational:	<ul style="list-style-type: none">• A professional Finance or HR Qualification or have relevant experience
	<ul style="list-style-type: none">• Evidence of continuing professional development

Date Reviewed: August 2020

Updated: