

Job Description and Person Specification

Payroll & Pensions Trainee

Job Details	
Grade	GRD1
Service	People & Business
Location	City Wide
Job Evaluation Code	A5834

About Coventry City Council
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
Undertake training in the provision of a quality payroll and pensions service for the City Council & external customers

Main Duties & Key Accountabilities
Learning to process payroll, pension, and HR data in line with procedures, regulations, and policies for Coventry City Council and external customers
Learning to calculate employee entitlements and process payments to meet deadlines
Responding to basic enquiries from employees, colleagues, external customers and statutory bodies

effectively
Maintaining accurate filing systems
Learning and keeping abreast of statutory regulations and Council policies related to payroll and pensions

Key Relationships	
External:	External Customers and Third Party Providers
Internal:	All employees and Managers

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> ● 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. ● attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role. ● any other duties and responsibilities within the range of the salary grade.

Responsible for

Person Specification

Requirements	
Knowledge	Have an understanding of the office environment and basic principles of payroll and pensions
Skills And Ability	Possess communication skills to engage effectively with a diverse range of individuals through various channels including telephone, face-to-face, and written correspondence
	Be able to approach work methodically and with accuracy
	Have the ability to work collaboratively within a team environment

	Be able to manage time effectively to meet strict deadlines
	Possess problem-solving skills to address work-related challenges
Experience	Experience of Microsoft Office
Qualification	Possess GCSE Maths and English at level 4/C or equivalent qualifications