

Job Description and Person Specification

Payroll & Finance Officer

Job Details	
Grade	GRD6
Service	People & Business
Location	City Wide
Job Evaluation Code	P1218D

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
<p>As a Payroll & Finance Officer, you will manage payroll processes and ensure accurate financial records. You'll play a key role in maintaining compliance with regulations and providing essential financial support to the service.</p>

Main Duties & Key Accountabilities
<p>Overseeing the balancing and reconciliation of payroll, identifying discrepancies, and authorising BACS transfers and financial transactions</p>
<p>Maintaining records of deductions, ensuring timely payments to third parties, and adhering to statutory</p>

requirements
Managing returns and supporting compliance with IR35/P11D regulations
Providing guidance to external customers on statutory financial responsibilities
Collaborating with internal and external auditors during inspections and payroll audits
Analysing year-end balance sheet accounts under the service areas control
Assisting with budgetary control and forecasting
Promoting payroll & benefits services to current and potential customers.
Monitoring payroll transactions and approving manual salary payments for employees
Calculating and issuing charges to customers, providing advice on charges
Approving purchase requisitions within delegated limits and developing budgetary control systems
Contributing to service development, continuous improvement initiatives, and providing policy advice on PAYE liabilities

Key Relationships	
External:	HMRC, DWP, West Midlands Pension Fund, Teachers Pension Fund, External auditors, third party suppliers, Employee Benefit providers
Internal:	Finance, Audit, Employees

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

N/A

Person Specification

Requirements	
Knowledge	Have an understanding of financial management, including budgetary control, forecasting, Payroll & Pensions Service requirements, and local authority financial practices
	Possess knowledge of financial systems and principles, with an awareness of local authority organisation, policies, and practices, including audit and reporting requirements
Skills And Ability	Have a high level of numeracy skills, be able to work to deadlines, prioritise, and manage complex, time-critical tasks.
	Possess proficiency in IT such as Microsoft packages, particularly Excel
	Be able to produce and interpret financial information for budgetary control and understand statutory and regulatory policies in practical terms
	Be customer-focused and able to develop effective working relationships with external partners
	Be able to work cooperatively within a team environment
	Be able to review and improve processes to enhance efficiency and quality.
	Be able to interpret and apply local authority policies and practices,
Experience	Be experienced in demonstrating a commitment to ensuring equality in the workplace
	Be experienced in the provision of payroll and pensions services within a business environment, understanding the associated requirements and constraints

Qualification	Possess professional expertise in Finance or hold relevant equivalent experience by way of continuing professional development
---------------	--