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APPLICANT PACK

Payroll Officer

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

Job Description

Job Purpose	
The post holder will support the Pay Team Leader in providing an efficient, accurate and effective payroll function to the organisation. This includes preparation, calculation, input and checking of pay related data in accordance with pay closedown dates and maintaining information held on the SPS payroll database (CGI Epayfact2.0). This post also includes processing invoices through the finance application for the Pay, Pensions & Relocations Section (PPRS).	
Key Responsibilities	
1	Entering New Starts and Leavers, updating salary and allowance information, employee personal information etc. on the Epayfact2.0 payroll system and Processing claims and other temporary data changes received by the department in relation to the monthly payroll, e.g. overtime, advance recoveries and Entering sick absence data and issuing sick pay warning letters. [Insert key responsibilities from Job Description]
2	Preparing Earnings Arrestment letters and payment pro-forma.
3	Performing calculations in relation to allowance claims received, inputting these to the pay application and cross checking team members' work to ensure accuracy including processing monthly electronic Ex-Gratia (overtime) claims; utilising Microsoft Excel templates to compare reports, prepare input templates to load to Epayfact2.0 and provision of reconciliation of claims processed.
4	Liaising with the administrators of the civil service pension scheme, including providing information for leavers, retirements etc. Answering data requests and dealing with pay and pension queries from internal and external stakeholders.
5	Liaise with our external payroll supplier in relation to actions required on employee pay records. These actions will be checked to ensure they have the desired effect.
6	Input purchase requisitions and invoices for PPRS into the finance application (Agresso). This will include checking these are suitably authorised and within the allocated financial limits.

Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential/Desirable?	When assessed?
Qualifications		
Minimum of Five National 5 (or equivalent qualifications) including English and Mathematics/Arithmetic or relevant experience working within an administrative role.	Essential	Application
Experience		
Experience of working within a Payroll Function.	Essential	Application Interview
Working knowledge of PAYE Legislation.	Desirable	Interview
Working knowledge of electronic payroll application/systems.	Essential	Interview
Knowledge & Skills		
Competent in the use of Microsoft Office packages with good Excel skills – for example, the ability to use a wide range of excel tools such as formulas, charts and functions to manipulate data in multiple worksheets and import or export into other applications.	Essential	Interview
Excellent numeracy skills and attention to detail, with the ability to interpret and report on a range of information.	Essential	Interview

Excellent interpersonal skills with the ability to communicate effectively with internal and external stakeholders, across a range of media.	Essential	Interview
Ability to effectively prioritise workload to meet departmental and organisational deadlines.	Essential	Interview

Selection Process Key Dates

Vacancy Closes for Applications	21 August 2019	Time	23.55
Interview Date*	05 September 2019		

*please note interview dates are subject to change.

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact Angela Fletcher by email at: **HQHRTeam@sps.pnn.gov.uk** or by telephone 0131 330 3836 to allow reasonable adjustments to be made to assist you.