**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Deputy Payroll Manager  |
| **Job Reference** | 20160 |
| **Grade and Salary** | 6 - £39,513 - £45,595 per annum (pro rata for part time)This role includes performance related pay progression |
| **Service and Team** | Human Resources / Payroll  |
| **Location** | Endeavour House, Russell Road, Ipswich, Suffolk, IP1 2BX / Hybrid working |
| **Hours per week** | 37 |
| **Status** | **Permanent**  |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

Our aim for the HR service is that we are recognised as being supportive, innovative and value for money. We will be instrumental in helping services across the organisation deliver against their goals through the provision of robust and creative people solutions. We will get the basics right first time, every time and be trusted to deliver in all that we do.

As Deputy Payroll Manager your role will be to provide support to the Payroll Manager in delivering professional, accurate and timely payroll services for Suffolk County Council and other Local Authorities.

Reporting to the Payroll Manager you will play a key role in managing day-to-day operations, ensuring compliance within statutory requirements, and supporting the development and wellbeing of the payroll team.

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| **About the team**  |

The Payroll Team sits within the wider HR service, which is part of the Corporate Services Directorate. The team comprises a Payroll Manager, Deputy Payroll Manager, Senior Payroll Advisors and Payroll Advisors, and is overseen by the HR Advice, Support and Payroll Lead.

The team is responsible for delivering payroll services not only for Suffolk County Council but also for other Suffolk-based local authorities.

We work closely with colleagues across Corporate Services and maintain strong partnerships with external organisations to ensure seamless and integrated service delivery.

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| **What you will be expected to deliver in the role** |

**Day to day tasks may include:**

* Manage and deliver end-to-end payroll processing for multiple payrolls, including those for Suffolk-based local authorities such as East Suffolk Council and Babergh & Mid Suffolk District Council, as well as the corporate payroll service, ensuring accuracy and adherence to deadlines.
* Provide technical guidance and support to payroll colleagues and HR colleagues, acting as point of escalation for complex queries and ensuring compliance with HMRC regulations, pension scheme rules and internal policies.
* Support the HR Advice, Support and Payroll Lead and the Payroll Manager in leading system changes, driving process improvements, and delivering service developments.
* Deputise for the Payroll Manager during periods of absence, including attending meetings and making operational decisions.
* Collaborate with HR, Finance, IT and Pension colleagues to ensure integrated service delivery and resolve cross-functional issues, while also working with partner organisations across the Suffolk system to support joint priorities and greater public sector integration.
* Contribute to the training, coaching and performance management of the payroll team, including conducting regular one-to-ones and team meetings, and sharing service delivery objectives with the team and wider HR colleagues.
* Lead the Senior Payroll Advisors in maintaining data imports, salary sacrifice schemes, pension auto-enrolments and re-enrolments, RTI submissions and process Car Schemes and taxable benefits, while also providing senior-level support for P11Ds and other year-end requirements.
* Maintain up-to-date knowledge of payroll legislation and best practice, meet all relevant service delivery SLA’s and KPIs.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Relevant payroll qualification (e.g CIPP level 5) or equivalent experience

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Proven experience in providing senior payroll support in a complex organisation and managing multiple payroll schemes
2. Sound knowledge and practical application of legislation, statutory guidance and best practice in relation to payroll functions.
3. Knowledge of the relevant policies, practices and procedures in the wider organisation that impact on payroll
4. Strong literacy and numeracy skills to manually check and validate calculations – whether completed by others or generated by the system.
5. Ability to produce reports, policies and guidance documents when required.
6. Strong understanding of payroll systems (e.g Oracle Fusion, and third-party interfaces)
7. Excellent attention to detail and analytical skills – identify discrepancies and implement corrective action.
8. Strong knowledge of all Microsoft Office functions, particularly excel skills
9. Strong interpersonal and communication skills
10. Ability to manage competing priorities and meet tight deadlines
11. Ability to troubleshoot shoot system issues and liaise with IT and software providers
12. Committed to continuous improvement

**Additional requirements**

1. Good attention to detail
2. Appropriate knowledge of Microsoft Office or equivalent

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

On occasions, there may be a requirement for you to travel using reasonable and suitable means available to you.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://www.careers.suffolk.gov.uk/) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://www.careers.suffolk.gov.uk/) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.