

Job Description

Job Title: Payroll and HR Data Officer
Department: Guildhall School
Grade: C
Location: North Wing Guildhall
Responsible to: 5fte Payroll Manager (Barbican & GSMD)/.5fte HRIS Manager

Responsible for: N/A

Appointed Candidates Signature:

Please sign and date here upon receiving your offer of employment

I confirm I have read the Job Description below:

Full Name:

Signature Date:

Purpose of Post

To be responsible for processing the casual payroll for the Guildhall School of Music and Drama, whilst providing administrative support to the HR Team in terms of Staff related data entry.

To process and monitor the professor (hourly paid) payroll as required.

To support monthly overtime processing as required.

To provide written and verbal advice and guidance to colleagues on casual and professor (hourly paid) payroll and general payroll matters.

To contribute to the review and maintenance of payroll processes and procedures according to legislative and organisational requirements.

To take responsibility for data production and collection within designated HRMI systems and to work under the direction of the HRIS Manager to ensure data entry is accurate, relevant and necessary for reporting purposes.

To take responsibility for data cleansing exercises, understand responsibilities under GDPR, data recording, data collection methods, managing the master data set, and be able to suggest ways in which data analysis could be improved.

To provide support and consistency to the wider team through timely and efficient production of Management Information, escalating issues as necessary.



Main Duties & Responsibilities

Payroll Administration

1. To be responsible for the running of the Guildhall School casual payroll. Ensuring that all payments are processed accurately and in a timely manner in line with audit requirements.
2. To support the professor (hourly paid) payroll when required:
 - Liaise with the HR to ensure new starters, leavers and position changes are updated on VT system
 - Maintain VT employee database
 - Review / add data from professors' timesheets to VT
 - Preparation of any regular and ad-hoc payroll reports
 - Monitor the payroll inbox and manage queries
3. To take responsibility for preparing and processing the monthly payrolls ensuring each change has the appropriate authorised documentation to support in the absence of the Payroll Manager.
4. To provide advice and guidance regarding pay related changes e.g., London Living Wage, right to work checks and other pay relate changes introduced by the Inland Revenue or the City of London payroll department.
5. To monitor, review and implement improvements to the administration of the casual payroll processes and procedures as necessary and in accordance with organisational requirements.
6. To be responsible for answering pay related queries and liaising with the Payroll Administration Manager where appropriate
7. When required, to train established and temporary HR administrative staff in payroll assistance duties – checking weekly payroll batches and processing casual new starter paperwork / Schedule and supervise their work
8. To check all casual new starter paperwork sent over on a weekly basis by departments and submit it to City of London payroll department for payment, as per below:
 - a. Check that all new starter forms have been completed correctly and authorized, chasing any missing information where appropriate and the new starter check list is completed
 - b. Check to ensure that each casual has been issued with a casual agreement
 - c. Email departments with details of any Tier 4 students starting within their department
 - d. Check all new starters eligibility to work within the UK and that the relevant documentation has been supplied by the department and authorized before commencement of their role e.g., passport, ID, visa
 - e. Following up on any outstanding documents if applicable including copies of National Insurance Numbers, Visas, work permit



9. When required, to provide training to HR colleagues and wider departments in completing the casual new starter paperwork and timesheets and provide on-going guidance to them as necessary.
10. To be responsible for removing all casuals from City People who have not received payment for 6 months or more. Liaise with departments, to confirm that the casuals should be removed whilst updating payroll with the leaver information
11. To perform regular audits of the casual payroll alongside the Payroll Administration Manager
12. To be responsible for monitoring and updating all databases with Visas/Work Permits/Tier 4 information and ensuring that City People is updated as appropriate.
13. To carry out yearly archives of all payroll data, including the payroll inbox, timesheets and continue to remove payroll data on a yearly basis from the archive room until cleared.
14. To cover the payroll officer's duties as required during periods of absence, to ensure business continuity.
15. Be fully conversant with City of London Corporation staff regulations concerning all aspects of pay and conditions and to liaise with individual staff as appropriate.
16. To ensure that pay processes are in line with audit requirements.
17. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
18. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
19. To undertake any other duties that may reasonably be requested appropriate to the grade

HR Data Support/Data compliance

1. Develop a strong understanding of Guildhall School's data collection methods and apply them to ensure legal compliance and alignment with customer needs, under the direction of the HRIS Manager.
2. Support the HRIS Manager with data testing and administrative tasks during HRMI system upgrades.
3. Ensure accurate and timely data input to meet MI reporting requirements, escalating turnaround issues when necessary.
4. Maintain a customer-focused approach to data collection, input, and analysis.



5. Work closely with the Systems Administrator to understand system capabilities and enhance the service offered to customers.
6. Support the HRIS Manager in developing and implementing effective data collection, input, and analysis processes to enhance system capability; contribute to continuous process improvements for system users; produce timely and accurate data input reports; and assist in planning and delivering workforce reporting requirements.
7. Communicate data entry and analysis requirements effectively with service users and the HR team, and work collaboratively to ensure departmental communications and queries are handled consistently and promptly.

Team Working & Professional Standards

- Adopt a flexible approach to workload across the team, particularly during busy periods.
- Work accurately under pressure and maintain high standards of data integrity.
- Actively uphold the Guildhall School's Health & Safety Policy, ensuring the wellbeing of self and others.
- Support and implement Equality, Diversity and Inclusion initiatives.
- Undertake any other duties relevant to the effective running of the Unit, including ad hoc projects.



Person Specification

Job Title: Payroll and HR Data Officer
Department: Guildhall School
Grade: C
Trent Position number:
DBS Criterion:
No DBS
Security Vetting Criterion:
No security vetting is required
Politically Restricted Post Criterion:
This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

[Please ensure only relevant qualifications are listed for the post being advertised] e.g. Must be qualified as a Chartered Member of the CIPD or be able to demonstrate a level of knowledge at this level - (A,I etc)

- Educated to minimum A levels or equivalent professional experience. (A, I)

Experience Required

1. Proven experience working in a payroll environment, processing pay and statutory payments in line with organisational and regulatory requirements. (A, I)
2. Experience using computerised payroll systems and completing end to end payroll processes independently. (A, I)
3. Experience handling both routine and complex data requests and advising on appropriate methods to meet customer needs. (A, I)
4. Experience providing training or guidance to colleagues on payroll processes. (A, I)
5. Experience reviewing and improving payroll systems, procedures and reporting processes. (A, I)
6. Demonstrable experience working with financial data to a high level of accuracy, including producing budgeting information and interpreting data for reports. (A, I)
7. Experience communicating complex or technical information to a wide range of audiences. (A, I)

Technical Skills & Knowledge

1. Demonstrable knowledge of statutory payroll requirements, including maternity, paternity, sickness and related payments, and the ability to process these accurately using a computerised payroll system. (A, I)

2. Strong working knowledge of tax and National Insurance legislation and experience applying these deductions within payroll. (A, I)
3. Understanding of Right to Work requirements and GDPR, with evidence of applying compliant data handling practices. (A, I, T)
4. Experience of working in a payroll role in a higher education setting or its equivalent. (A, I)
5. Confident user of computerised payroll systems, with the ability to interpret and advise on pay related policies and procedures. (A, I, T)
6. Ability to contribute to the review, maintenance and improvement of payroll systems and procedures. (A, I)
7. Excellent verbal and written communication skills, with the ability to explain complex or technical payroll and data issues clearly to staff at all levels. (A, I, T)
8. Advanced Microsoft Excel skills (e.g., pivot tables, formulas, macros) and strong working knowledge of Word, Access and PowerPoint. A, T)
9. Highly organised, able to work accurately under pressure and meet strict deadlines. (A, I, T)
10. Ability to handle confidential and sensitive information with professionalism and discretion. (A, I)
11. Exceptional attention to detail with a consistently high levels of accuracy. (A, I, T)
12. Able to work on one's own initiative with minimum supervision. (A, I)
13. Customer focused approach, demonstrating clarity, tact and responsiveness. (A, I)

Other Relevant Information (e.g. working hours if applicable)

1. 35 hours week

Desirables:

- Chartered Institute of Payroll Professionals (CIPP) Payroll Technician Certificate
- Minimum Associate level CIPD ideally qualified to level 3 or equivalent breadth of knowledge and skill to this level plus experience working at this level
- Knowledge of Equity Contracts

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £38,080 to £42,150 per annum including Inner London Weighting, inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on 24 months fixed term basis.

Hours of Work

Normal hours of work are 9.00am – 5.00pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 24 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave,



sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.