

Job description

POST

Senior Payroll Officer

SALARY

£25,147 - £27,596 per annum

CARE GROUP

Corporate

BASE

Kent & Canterbury Hospital

CONTACT

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Welcome to East Kent Hospitals

As a team we work hard to provide an accurate and timely payroll to just under 11,400 Trust and client organisation employees.

We are looking for a highly motivated and resourceful payroll professional to join our friendly team to undertake this challenging role.

We offer a full package of benefits, including a car lease scheme; on-site childcare; generous annual leave in line with NHS terms and conditions; high street and public transport discounts; a 24/7 staff support service - and the little things that make life easier, like on-site Amazon lockers and fresh fruit and veg stalls.

About us

We are one of the largest hospital trusts in England, with three acute hospitals and community sites serving a local population of around 700,000. We also provide specialist services for Kent and Medway.

We care about our patients and our people. We are focused on providing outstanding, safe patient care, and a positive working culture that benefits staff and patients alike. With our emphasis on staff training and development, a staff support scheme that's second to none, and a healthy package of benefits, it's easy to put down roots in East Kent Hospitals.



Senior Payroll Officer

Role specific duties

To provide an effective, accurate and timely Payroll, Pensions, Travel and Expenses Service for all employees of East Kent Hospitals University NHS Foundation Trust and client organisations.

Main duties include:

- Validate the accuracy of the payroll and make any necessary adjustments before payment is made by matching with prime documents and through the use of exception reports.
- Validate the accuracy of the pension records ensuring inconsistencies are rectified.
- Ensure the correct calculation and payment of Statutory and Occupational Sick and Maternity Pay, in accordance with statutory and organisational provisions so that employees receive the correct level of payment promptly.
- Provide information and respond to enquiries from staff, managers and other departments and external agencies accurately and in a timely manner to ensure the maintenance of good employee relations.

Your commitments

We are focused on providing outstanding, safe patient care, and a positive working culture that benefits staff and patients alike. This is why we ask you to:

- maintain the confidentiality of information about patients, staff and other health service business and adhere to data protection law
- comply with the Trust's policies and procedures, including infection prevention and control, risk management, health and safety, safeguarding children and adults, financial management and use of resources
- act at all times in accordance with the professional Codes of Conduct and Accountability relevant to your role
- participate in annual mandatory training.

We are a smoke-free Trust, and offer staff support to stop smoking.

Values

We care about our values of caring, safe, respect and making a difference. We'll ask you to demonstrate these values during the recruitment process and throughout your appointment – and you can expect us to do the same.

Living and working in East Kent

Our large district general hospitals, specialist units and community sites provide a vibrant and diverse working environment with the extensive opportunities and teaching facilities you would expect of a large trust.

East Kent offers stunning countryside, beautiful beaches and charming places of historic interest, with easy access to London. With excellent schools, a wealth of leisure facilities and easy family days out on your doorstep, alongside beautiful and affordable housing stock, the perfect work-life balance couldn't be easier to achieve



Person specification

Requirements	Essential	Desirable	Method of assessment
Qualifications and training	5 GCSE grades A-C or NVQ level 2 or equivalent experience within Payroll/Pensions/HR	Level 3 certificate in Payroll/Pensions Administration	Application Form
Skills and experience	<p>Able to carry out complex calculations, drawing information from varying sources</p> <p>Able to carry out manual calculations of gross to net pay in order to validate computer output and provide accurate information</p> <p>Computer literate with good keyboard skills</p> <p>Able to meet strict deadlines</p>	<p>Able to inform managers/staff on complex pension issues and accurately calculate pension benefits</p> <p>Ability to discuss and resolve queries with staff and managers and communicate statutory and organisational regulations in a simplified manner</p>	Application Form Interview
Knowledge	Good working knowledge of statutory regulations relating to Income Tax, National Insurance, SSP, SMP and NHS Pension regulations	<p>Knowledge of payroll procedures</p> <p>Knowledge and understanding of NHS terms & conditions of employment, including Agenda for Change, and the NHS Pension Scheme</p>	Application Form Interview
Experience	<p>Previous experience in payroll administration</p> <p>Experience of working in a confidential environment and in line with GDPR</p> <p>IT Literate and sound knowledge of Microsoft Office software</p>	Experience in using the ESR system	Application Form Interview
Other requirements	Upholds and models the Trust values		Interview

The Small Print

Band	Band 4
Salary Scale	<p>£25,147 - £27,596 per annum (pro rata, if applicable)</p> <p>Progression through the pay scale will be determined on an annual basis. It will be subject to the post holder demonstrating the required standards of performance, conduct and completion of statutory and role specific training.</p>
Hours of work	37.5 hours per week
Annual Leave Entitlement	<p>Annual leave entitlements are based upon the following lengths of NHS service (pro rata if applicable):</p> <p>On Appointment = 27 days After five years = 29 days After ten years = 33 days</p>
Pension Scheme	<p>As an NHS employee you will be entitled to join the NHS Pension scheme and will be enrolled from your first day of service, if you meet the eligibility criteria. Employees who are not eligible to join the NHS Pension Scheme may instead be enrolled in the Trust's Alternative qualifying scheme, NEST.</p> <p>Your remuneration will be subject to the deduction of superannuation contributions in accordance with the relevant scheme.</p>
Contractual Notice	<p>Bands 1-4 = 1 Month notice Bands 5-6 = 2 Months notice Band 7-9 = 3 Months notice</p>
Probationary Period	<p>New staff appointed to East Kent Hospitals University NHS Foundation Trust in this post will be subject to a 6 month probationary period. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.</p>

Dimensions

Financial and Physical	Manages	
	Impacts	On annual staffing and expenses payments of over £300 million
Workforce	Manages (Bands and WTE)	
	Located	Kent & Canterbury Hospital
	Impacts	
Other		Involved in supporting a payroll and pension service for over 9,000 Trust employees

Communications and working relationships

Internal	All People and Culture teams & colleagues Trust managers All other Trust staff Finance colleagues
External to NHS	HMRC, Department of Work and Pensions, Department for National Statistics, Internal and External Audit
Other	NHS Pensions

Environment

Category	Description/Definition	Frequency/Measures
Working Conditions	Office based and home working role with use of Laptop and additional screens.	Frequent
Physical Effort	Sitting at a desk using a keyboard and telephone	Long Periods
Mental Effort	Unpredictable and heavy workload with a requirement to change from one request/ job to another to meet customer needs.	Prolonged periods
Emotional Effort	Occasional exposure to distressing situations when dealing with staff and managers regarding pay issues.	Occasional

Most challenging part of the job

To manage and organise your own workload and to be able to meet strict deadlines whilst maintaining the quality and efficiency of the service provided.

We confirm that the details of the above post as presented are correct. This is a description of the duties of the post as it is at present. This is not intended to be exhaustive. The job will be reviewed on a regular basis in order to ensure that the duties meet the requirements of the service and to make any necessary changes.

