

# North Bristol NHS Trust

## Job Description

### Job Details

Job Title: Payroll Officer

Grade: AfC Band 4

Directorate: Finance

Location/Base: All trust wide sites

### Job Summary

- Interpret and action payroll changes to ensure the accurate, prompt and efficient payment of weekly and monthly salaries in line with current national local and statutory guidelines.
- To maintain accurate payroll records and meet all key deadlines
- To maintain accurate records and meet all key deadlines for the reconciliation of overpayments. Chasing and dealing with debt recovery, and notification to Managers
- The Payroll Department is responsible for the provision of a payroll, pensions and staff expenses for over 18,000 assignments.

### Knowledge, Training, Experience And Skills Required

- Knowledge and understanding of NHS Terms & Conditions of Service, as well as the navigation and methodology of the Electronic Staff Record system, (ESR)
- Understand and complete routine and complex payroll transactions using theoretical and practical experience
- The routine preparation of Payroll in line with SFIs, policies and procedures and Statutory requirements and the National Fraud Initiatives.
- Knowledge and understanding of Statutory Requirements, eg HMRC, AfC terms and conditions

- Knowledge of Microsoft and Excel, Word is essential to create and maintain spreadsheets, letters and presentation aids to respond to requests for payroll and overpayments information.
- Experience and application of complex Excel Spreadsheets.
- Experience of dealing with staff at all levels and the ability to explain payroll, or overpayments, related matters
- Have knowledge of other finance systems and procedures which have interaction with Payroll
- Knowledge of the Trust E-rostering system
- Communicate with managers, staff and outside organisations in a sensitive and clear competent manner
- Interpret and action overpayments together with their respective controls
- Produce timely management information from excel spreadsheet data
- Ensure that allocated workload is planned and that work is completed to meet strict deadlines
- Keyboard skills to achieve input of high quality data with accuracy
- Carry out timely ESR processes/reports in order to reconcile payrolls each month and correct on ESR all reconciliation imbalances identified from those processes/reports
- The supervision and support of other junior members of staff
- Input of financial data into a computerised programme
- Interprets information to ensure that it is within defined policies and procedures including any variances or local agreements with minimal supervision
- Requires extensive periods of work at a PC which requires self-monitoring. Sitting, standing
- Requires long periods of concentration to input, monitor and calculate data and works to strict deadlines. Work may be predictable and ad hoc with a frequent requirement to switch tasks
- Deal with all levels of staff sometimes in distressing and contentious situations

## Main Duties & Responsibilities Of The Post

- Control of Salary Overpayments, and ESR payroll reconciliation
- Policing and monitoring information received for errors and ensuring payroll reconciliation issues are corrected accordingly
- Interpret and action all payroll data changes and new legislation
- Effective and accurate handling of payroll related queries
- Meet all Statutory and AfC requirements efficiently and accurately
- Ensure confidentiality and Data Protection is adhered to at all times
- Accurate and timely input of data
- Ability to interpret, understand and action NHS National and Local terms and Conditions of Service
- Communicate and explain clearly and effectively any payroll related queries with managers, staff and other departments, including tax and National Insurance
- Deal with all queries from external bodies in a timely and accurate manner
- Maintain accurate payroll records in line with DOH requirements
- To be aware of any changes to policies and procedures
- Represent the department as and when required
- To deal with frequent interruptions of workflow leading to changes in tasks being undertaken.
- There are occasions when the post holder is exposed to verbal communications, which may be intimidating, even hostile and occasionally abusive. This may cause emotional upset, anxiety and stress especially when discussing contentious issues around payroll and payments.
- The need to undertake numerous complex calculations with the constant interruption due to telephones and other office / staffing issues □
- Requirement to work out of office hours when computerised system failure occurs

## Working Conditions / Effort

- The post holder requires keyboard skills to enable input with both speed and accuracy□
- The post holder will be required to carry and manoeuvre boxes/ files weighing in excess of 10 kilos, some of which are stored in an elevated position. □
- There is a frequent requirement to sit in a fixed position using a computer keyboard and VDU for a substantial part of the working day. □
- A continuing need for prolonged concentration when undertaking complex calculations and inputting data accurately into software systems. □

## NBTCARES



NBT Cares. It's a very simple statement; one which epitomises how everybody across our organisation goes the extra mile to ensure our patients get the best possible care.

NBT Cares is also an acronym, standing for caring, ambitious, respectful and supportive – our organisational values.

And our NBT Cares values are underpinned by our positive behaviours framework – a framework that provides clear guidance on how colleagues can work with one another in a constructive and supportive way.

## Improving the patient experience through your work

Patients are the most important people in the health service and are at the centre of what we do. Patients and carers are the 'experts' in how they feel and what it is like to live with or care for someone with a particular illness or condition. The patients' experience of our services should guide the way we deliver services and influence how we engage with patients every day in our work.

All staff should communicate effectively in their day to day practice with patients and should support and enable patients/carers to make choices, changes and influence the way their treatment or care is provided. All staff, managers and Board members should work to promote effective patient, carer and public involvement in all elements of their work

We have a duty to involve, engage and consult with patients, carers and families about plans for health facilities and the provision of our services. North Bristol NHS Trust wholeheartedly embraces the principles of patient partnership and has made clear its commitment to involve patients in key aspects of its work.

## Infection control

Compliance with all infection control policies and procedures will form an integral part of the practice of all staff working in a clinical environment. Each staff member will be responsible for familiarising themselves with the Infection Control Manual in the clinical areas and on LINK the Trust's Intranet site. Staff must keep up to date with new policies and subsequent implementation in practice.

Staff must seek support and advice from Infection Control in all instances where cross infection is likely to have occurred or when managing situations involving patients with infections where guidance provided in the Policies is not applicable.

All staff must contact the Occupational Health Dept if they are suffering from any form of infection which may put patients and other staff at risk.

## Commitment to health and safety, no smoking, equal opportunities and harassment and bullying

### Health and Safety/Security

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

## Commitment to health and safety, no smoking, equal opportunities and harassment and bullying (cont.)

### **No-Smoking Policy**

As an NHS employer, the Trust has a duty to its staff and patients to protect them from the health hazard that smoking represents. Consequently, in line with the public health white paper, *Choosing Health*, the current policy will be that smoking will not be permitted anywhere on Trust property including all buildings, grounds and within leased/owned vehicles of the Trust. This applies to all staff, patients and visitors of the Trust. Failure by staff to comply with this requirement may result in recourse to the disciplinary procedure. Employees also have a responsibility to remind members of the public, visitors and other staff to refrain from smoking on Trust premises and to inform the appropriate manager if they witness repeat non-compliance.

### **Equal Opportunities**

North Bristol NHS Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust's Equal Opportunities Policy.

All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly, all staff have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations.

Copies of the Equal Opportunities Policy are available in the Personnel Policies and Procedures file in every department and on the intranet.

### **Harassment and Bullying**

We believe that all people, whether staff, patients or visitors, are entitled to an environment in which the dignity of the individual is respected.

We are also firmly committed to promoting an organisational culture which values diversity and equality of opportunity and to preventing discrimination in all aspects of its employment practices and services. We regard harassment and bullying as totally unacceptable forms of behaviour that will not be tolerated or condoned.

## **Confidentiality and freedom of information**

Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be **confidential** and must not be divulged without prior authority other than in accordance with the provisions of the Trust's Policy on raising concerns about Health Care Services as may be amended from time to time. Breaches of confidentiality will result in disciplinary action, and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Trust in any dealing they may have with Trust employees, their representatives, the media, general public or other organisations in which he/she may come into contact.

However, as a public body, the Trust has a requirement to publish particular information. Therefore, in addition to the above confidentiality requirements you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Trust with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

## Safeguarding

North Bristol Trust are committed to safeguarding and promoting the welfare of children, young people and adults and to protecting them from all risks of harm. The organisation expects all staff to work to national and local children and adult safeguarding policies and procedures. The trust expects all staff and volunteers to be dementia aware and to support the care of people with dementia. All staff are expected to share this commitment and meet the competencies relevant to their role.

## Job Description Agreement

Completed by.....

Authorised by..... Date.....

*This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Trust's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the postholder prior to the changes being made*