

Job Description

Job Title	Payroll Officer
Salary Scale	Scale 5/6
Responsible To	HR & Payroll Manager
Responsible For	No subordinate staff
Liaison With	HR Colleagues Finance Colleagues LIPA Staff
Number in Post	1
Date Drafted	September 2025

Job Purpose

To ensure the timely and accurate processing of payroll records by compiling, organising and entering data into our integrated HR and Payroll system, ensuring that staff are paid on time, in accordance with their contract of employment and in full compliance with statutory requirements and financial regulations.

Job Activities

Major Task 1: Payroll

1. Input pay claims (including in electronic format) for:
 - Overtime;
 - Casual staff.
2. Process starters, leavers and contractual changes.
3. Ensure appropriate deductions are made for:
 - Tax;

- National Insurance;
 - Student Loans;
 - Car Parking;
 - AEOs.
4. Respond to queries from line managers and staff in a sympathetic and timely manner, escalating any issues that cannot be readily resolved.
 5. Run month-end and year-end reports including:
 - RTI (FPS and EPS);
 - BACS;
 - Costing reports.
 6. Run monthly and ad hoc reports to ensure integrity of information including:
 - Gross to net;
 - Out of balance;
 - Payment breakdown.
 7. Provide advice, support and guidance to the payroll and Pensions Officer as necessary.
 8. Ensure data is accurate and up-to-date and handled in line with our data protection policies and GDPR principles.
 9. Provide a customer-focused, professional service maintaining good working relationships with staff and budget-holders.
 10. Process leavers including final payments, holiday entitlement adjustments.
 11. Issue P45s.
 12. Process HMRC notifications – P9T and P9X.
 13. Calculate monthly Apprenticeship Levy payment.
 14. Maintain and update e-preferences as required.
 15. E-mail payslips to all staff.
 16. E-mail P60s to all staff.

17. Contribute to the development, documentation and maintenance of payroll operating procedures.
18. Organise and file payroll records (paper and electronic).

Major Task 2: Common Duties

1. Work flexibly including contributing to LIPA work projects of a general nature and providing cover for other staff.
2. Participate in staff appraisals and training programmes as required.
3. Always carry out duties with due regard to Equal Opportunities, Health and Safety and other LIPA policies as agreed and revised from time to time.

Notes:

The duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement, with the person concerned, and will be recorded on the individual's job description. If, however, after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

Location:

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his / her competence, such jobs being in his / her present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

Hours:

37.5 hours per week, Monday – Friday.