



## **JOB DESCRIPTION**

### **1. JOB TITLE PAYROLL AND HR SYSTEMS OFFICER**

### **2. JOB PURPOSE**

To support the Payroll Lead in the management of SCRA's payroll service including the provision of management information and administrative support to enable the delivery of effective, efficient and customer focused payroll service. Along with the Payroll Lead, be responsible for maximising the functionality of SCRA's Payroll and HR System, Itrent, to enhance the use of the e-hr system available.

### **3. ORGANISATIONAL POSITION**

**Immediate Line Manager:** Payroll Lead

**Peers:** Locality Support Managers  
HR Team staff

**Management Responsibilities:** None

### **4. DIMENSIONS**

- Service wide – all staff and managers across the organisation.

### **5. PRINCIPAL ACCOUNTABILITIES**

- Ensures the accuracy and timeliness of processing of HR and payroll data, to include but not limited to new starters, leavers, secondment, promotions and leavers.
- To assist in the processing of the monthly payroll from start to finish, from opening a new pay period through to sending the monthly BACS file.
- Identify and monitor variances between current and previous payrolls and address variances
- Support the Payroll Lead to coordinate data and reporting requirements e.g. pensions, tax, arrestments and including all year end processes to ensure compliance with HRMC regulations.
- Solves routine and complex payroll issues in liaison with line managers
- Provides ad-hoc information requests and project assistance as and when needed
- Supports the audit process, liaising with external and internal auditor on appropriate information, controls, policies and procedures
- Working with HR Team colleagues, identify opportunities to improve and automate processes using Itrent and other HR systems.
- Be responsible for implementing and monitoring upgrades to the Itrent system, carrying out regular audits of the information and security aspects of the system
- Alongside the Payroll Lead, become the internal Itrent specialist user, responsible for keeping own knowledge up to date as well as providing training and guidance for organisational users of the system

## **6. QUALIFICATIONS, TRAINING, EXPERIENCE, KNOWLEDGE AND SKILLS**

- Certificate in Payroll Practice or willingness to work towards
- Experience of payroll administration, monthly and year end processes.
- Experience of using Itrent e-hr system, or other HR and payroll software, including the development of workflows and processes.
- Excellent interpersonal skills with the ability to build good working relationships with all business partners, HR, Finance and systems/service providers
- Excellent numerical and information management skills
- Proficient administrative skills
- Experience of producing reports and statistics
- Competent in using Microsoft Office applications including, excel, word, MS Teams etc.
- Good communication skills, both oral and written with ability to train users in the use of SCRA's e-hr system
- Ability to work effectively as part of a team
- Ability to pay attention to detail and work to fixed deadlines
- Flexible, adaptable and able to work under pressure
- Self-motivated and enthusiastic

## **7. COMMUNICATIONS**

**Internal:** All staff

**External:** E-HR software supplier, HMRC, Local Government Pensions Team, Children's Hearings Scotland, external agencies

## **8. PRINCIPAL CHALLENGE**

To provide responsive, efficient and customer focused payroll and e-hr systems services for a national public body working to conflicting pressures and fixed deadlines.