

Recruitment Information Pack

Job Title	Payroll Assistant
Reference No	509.110
Location	West Lothian Civic Centre
Hours	21.6 hours
Salary	£28,455 - £30,595 pro rata
Status	Permanent

Thank you for your interest in this post, if you have any questions in relation to the recruitment process or if you are disabled and require any adjustment to the recruitment process please contact our recruitment team on 01506 28 22 22 or email recruitment@westlothian.gov.uk.

Privacy Notice – HR Services - Recruitment

Information held about you.

West Lothian Council will hold the following personal information:

- Full name
- Home address
- Email address
- Employment history
- Training/qualifications
- Registration with professional bodies
- Equal opportunities monitoring information (gender, ethnic origin, sexual orientation, religion and disability)
- Criminal convictions (if applicable)
- Pre-employment checks (health screening, references and PVG check if applicable)

Who is processing my information?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

Personal information held by West Lothian Council will be used in the following ways:

- To assess the suitability of applicants for the job they have applied for
- Equal opportunities monitoring information will be used to monitor the council's compliance with equality legislation
- To populate the HR Payroll system for successful candidates (see privacy notices on performance of contract of employment for further details)

Who we will share your information with?

We will not share your information with any external bodies.

How long do we keep your records?

If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.

If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland website will be retained for 5 years from the date of your application.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

To request your records, you will need to put your request in writing to HR Services, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – hrsupport@westlothian.gov.uk

You also have a right to make a complaint about our handling of your personal information to the [Information Commissioner's Office](#).

Further information

If you have any questions or concerns about how your information is used, please contact Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or email DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you is available from the [Information Commissioner's Office](#).

About Corporate Services

Corporate Services plays a key role as a provider of professional advice and support to the council and to other services within the council on all aspects of Legal, IT, Human Resources including Health and Safety, Corporate Communications, Procurement and Performance and Improvement issues.

The Service also provides administrative support to elected members and services located within the Civic Centre and to a number of front line services.

Legal Services

Legal Services provides support and advice on conveyancing, litigation, tribunals and inquiries, local government law, and employment, social work, education, procurement, contract and planning law. The Service is also responsible for the administration of Liquor Licensing, hire car and miscellaneous licensing processes and Committee Administration, including clerking of the council's committees.

IT Services

IT Services provides a wide range of information and communications technology services, support and advice to all of the council's services. The majority of the Service is based and delivered centrally within West Lothian Civic Centre. The Service also provides onsite support at schools and office locations across the council and is responsible for the development and maintenance of the ICT Strategy in support of other key council strategies.

HR Services

HR Services provides support, advice and guidance on all aspects of employee relations, organisational change, pay structures, equal pay, contractual change, recruitment and selection, organisational development, advertising and recruitment, and performance review and development in support of the council's corporate and service business objectives. The Service also provides a full payroll service for all council employees and is also responsible for the management of support services to elected members.

The Civic Centre Central Admin Team are also part of HR and provide a wide range of administrative and support functions to the Executive Management Team, Heads of Services and Services located within the Civic Centre. The team also provides all reception and mail services on behalf of the Civic Centre partners.

Health and Safety

The Health and safety team work closely with services to provide advice, guidance and support service in relation to the requirements of health and safety legislation. They perform a wide range of duties across services which aim to protect health, safety and well-being.

Corporate Communications

The Corporate Communications team provides a comprehensive and co-ordinated communications service, designed to ensure the council's business and achievements are promoted and the council's reputation is enhanced and safeguarded. The team provides a wide range of services which help the council communicate with customers. The services include: media, marketing, branding, social media, photography, event management and design and creative services. The team also has responsibility for maintaining and developing the council's website and intranet site.

Corporate Procurement Unit

The Corporate Procurement unit provides a professional procurement service whose principal aim is to procure goods, services and works on behalf of all council services and to obtain the most economically advantageous terms and conditions possible.

Performance and Improvement Service

The Performance and Improvement Service brings together the disciplines of business improvement, corporate performance, the administration and monitoring of the West Lothian Assessment Model (WLAM), Customer Service Excellence (CSE) and the administration and monitoring of the council's corporate Customer Relations Management system (CRM). The Performance and Improvement Service also administers Covalent, the council's performance management recording and reporting system.

Council Strategies

Corporate Services has responsibility for the development and implementation of the council's ICT Strategy, Information Strategy, People Strategy, Improvement Strategy and Procurement Strategy.

Equality and Diversity

Equality is relevant to us all. Addressing discrimination and promoting equality are everyone's core business.

We want a West Lothian in which all people and communities have a say in their future and an equal opportunity for health, safety, education, fulfilling work, and a high quality of life. West Lothian Council has published equality outcomes, equality information on our workforce and our progress on mainstreaming equality. This reflects our commitment to promoting equality and eliminating discrimination as well as fulfilling our statutory duties under legislation.

The council recognises and values the diverse range of talents, skills, experience and perspectives that exist within society and believes that those qualities and attributes should also be reflected within the composition of its workforce, its employment practices and in the planning and delivery of its services.

Central to the council's Equality and Diversity agenda, is the prevention of discrimination, victimisation and harassment against service users and employees on any grounds, but particularly in relation to the following protected characteristics:

- age;
- disability;
- sex (gender)
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sexual orientation

In addition, prevention of discrimination, victimisation and harassment in relation to gender identity, gender expression, non-binary identities, language, social origin, employment status, political belief, trade union membership or activity, or responsibility for dependants is key to ensuring we have a diverse and inclusive workforce that reflects the communities we serve

West Lothian Council is a Stonewall Diversity Champion and is committed to advancing LGBT equality and this is reflective in all our policies which are inclusive of all protected characteristics.

How to apply

Our preferred method of receiving applications is on line.

All applications must be received by the closing date stated on the advert and any late applications will not be accepted. Where there have been a high number of applications for a post, we may decide to close the post early.

We do not keep copies of application forms on file for any future similar vacancies and therefore you will need to complete a separate application form for each post that you apply for. However, when applying on line the system will remember your core details.

If you apply for a post on line we will contact you using the email address you have provided. If you do not have an email address you can sign up for a free account through internet providers such as Yahoo, Hotmail or Gmail.

The information you provide in your application is used to determine whether or not you should be shortlisted for interview. It is therefore in your interest to complete the form fully and carefully. Your application form should contain sufficient information to demonstrate that you have the skills and experience required for the post.

What happens next?

Following consideration of your application you will be notified as to whether or not you have been selected for interview.

If you are selected for interview you will receive an email from us confirming this and asking you to log in to the Myjobscotland website and select a suitable interview time. If you are not selected for interview you will receive an email confirming this.

Successful Candidate

The successful candidate will receive a conditional offer of employment, pending completion of the following checks, as appropriate.

- Pre employment health check
- References
- PVG
- Eligibility to work in the UK

A formal offer of employment will be issued only when all checks have been satisfactorily completed.

If you have any questions please email recruitment@westlothian.gov.uk

Terms and Conditions of Employment for Employees

Conditions of Service	Conditions of Service are those of the Scottish Joint Council for Local Government employees as adopted and amended by West Lothian Council
Hours of Work	<p>Hours of work for a full time post are 36 hours per week. The standard working hours are Monday – Thursday 8.30 – 5.00, Friday 8.30 – 4.00.</p> <p>School based staff are employed on sessional contracts of either 38, 39 or 40 weeks.</p>
Pay	Employees are paid by bank transfer on the last Thursday of the month. Where appropriate you will receive an annual increment on the 1 st April each year, until you reach the top of the grade.
Annual Leave	<p>Depending on length of service you will be entitled to either 26 (187.2 hours) or 31 (223.2 hours) days annual leave, this will be pro-rated for part time employees. The leave year is 1st January to 31st December.</p> <p>School based sessional staff will receive additional pay, depending on their length of service, to reflect their annual leave entitlement.</p>
Public Holidays	<p>There are 7 paid public holidays.</p> <p>Part time employees will be given a pro -rated entitlement to reflect their particular working arrangements.</p>
Sickness Absence	Your entitlement to sickness allowance will be in accordance with the Scheme of Sickness Absence set out within the National Agreement on Pay and Conditions of Service for Scottish Local Government employees.
Pension	You are legally required to make provision for your pension. Employees with permanent contracts, or temporary contracts for 3 months or more, will automatically become members of the Local Government Pension Fund, unless they apply to opt out. Pension contributions are based on your salary.
Appraisal Development Review	All employees are entitled to an annual review with their manager, to identify any development needs and set objectives for the coming year.

Employee Benefits	<p>The council has negotiated discounts for employees with over 90 local businesses and over 1,000 businesses nationally. Childcare vouchers are offered and employees can take advantage of 20% off membership and free joining fees with West Lothian Leisure.</p> <p>As part of its commitment to having a healthy workforce the council offers physiotherapy, counselling and an Employee Assistance Programme</p>
Pool Cars	The council provides access to pool cars for employees who need to drive as part of their job.
Trade Union	The council supports collective bargaining and you have the right to join a trade union and take part in its activities and are encouraged to do so.
Health and Safety	The council is committed to ensuring a healthy and safe working environment for all employees. Health and safety responsibilities are set out in the Occupational Health and Safety Supplementary Policy and Safety Arrangements booklet for your workplace.

Job Description

Job Title	Payroll Assistant
Reports to:	Payroll Team Leader
Location:	West Lothian Civic Centre

Purpose of the job

To assist in the process of calculating and disbursing salaries for employees, pensioners and partner agencies approved by the council.

Job Scope

The post forms part of a team responsible for the update and maintenance of electronic HR and payroll records. The team operates to strict audit standards and works within pre-defined practices and procedures.

The application of employees' Condition of Service and the Statutory Regulations governing payroll is an essential part of the team's function and the post-holder is expected to have a working knowledge in this area.

Principal Accountabilities/Key Tasks

- Updating and checking of payroll related information to the council's HR/Payroll systems. For example – checking contractual changes; processing childcare vouchers; and adding new starters.
- Calculating and processing sickness and maternity/paternity/adoption payments.
- Processing and reconciliation of pay runs, third party payments, reviewing exception reports, checking integrity of figures and process any non-BACS payments.
- Updating of statutory information received from HMRC, DWP, Lothian Pension Fund and Scottish Public Pension Authority.
- Calculating payroll advances and adjustments.
- Working with spreadsheets and other software and reporting tools.
- Investigating and resolving under/overpayments in line with council policy.
- Preparing pension documentation as required by both the local government and teachers' pension schemes and uploading the information.
- Dealing with enquiries from councillors, partners, employees and statutory bodies.
- Completing enquiry forms for relevant agencies within agreed timescales.
- Recording and processing verbal/email enquiries from the HR/Payroll helpline/inbox on a rotated basis, referring to appropriate officer as required.
- Participating, as required, in developmental projects to review and implement service delivery improvements.

Qualifications, Skills, Knowledge

Essential

- Educated to higher level or equivalent or relevant work experience.
- Knowledge of payroll processes and statutory regulations.
- Knowledge of word processing and spreadsheet applications.
- Tact, diplomacy and discretion in handling confidential and sensitive information.
- Understanding of GDPR legislation.
- Conversant with Inland Revenue and DSS regulations.
- Good PC and keyboard skills.
- Previous experience of working in payroll or finance checking area.

Desirable

- Experience of using iTrent.
- Experience of local authority/public sector payroll.

PERSON SPECIFICATION

Requirements (E= Essential; D=Desirable)	E	D
Education/Training/Qualifications		
Educated to Higher level qualification (or equivalent) or able to demonstrate equivalent relevant work experience.	X	
Relevant payroll, finance or administration-related training.		X
Previous Experience (Paid & Voluntary Work)		
Experience of working in a payroll, finance checking or similar administrative environment.	X	
Experience of maintaining accurate electronic records and processing data.	X	
Experience of working with confidential and sensitive information.	X	
Experience of responding to customer enquiries and providing advice or guidance.	X	
Experience of using payroll systems to process employee data and payroll transactions.	X	
Experience of using iTrent HR/Payroll system.		X
Experience of working within a local authority or other public sector payroll environment.		X
		X
Skills/Abilities/Knowledge		
Knowledge of payroll processes and statutory payroll regulations.	X	
Knowledge of Microsoft Office applications, particularly Word and Excel/spreadsheet software.	X	
Understanding of GDPR and data protection requirements.	X	
Knowledge of HMRC, DWP and related statutory regulations affecting payroll administration.	X	
Ability to accurately calculate and process payroll-related payments and adjustments.	X	
Ability to investigate and resolve payroll queries, discrepancies and over/underpayments.	X	
Ability to work accurately with numbers, records, reports and payroll data.	X	
Good IT, keyboard and data input skills.	X	
Ability to organise and prioritise workload to meet deadlines and service standards.	X	
Ability to communicate effectively with employees, managers, councillors, partner organisations and external agencies.	X	
Ability to work effectively as part of a team and contribute to service improvements.	X	X
Knowledge of Local Government Pension Scheme (LGPS) and Teachers' Pension Scheme processes.		
Personal Qualities (e.g. needs to remain calm in a crisis or needs to have ability to deal with challenging behaviour)		

Requirements (E= Essential; D=Desirable)	E	D
Demonstrates tact, diplomacy and discretion when dealing with confidential and sensitive information.	X	
Strong attention to detail and commitment to accuracy.	X	
Reliable and responsible approach to work.	X	
Customer-focused with a professional and courteous manner.	X	
Flexible and adaptable in response to changing priorities and workloads.	X	
Willingness to learn and develop knowledge and skills.		X
Other Requirements		
Ability to work within strict audit, governance and compliance standards.	X	
Commitment to maintaining confidentiality and information security requirements.	X	
Willingness to participate in service improvement and development activities.	X	