COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Payroll and Systems Administration Assistant	**Job Number:**	TBC
Department:	Strategic Finance	**Grade:**	D
Location:	Council Offices, Sandwick Road	**Date:**	2026
Responsible To:	Chief Financial Officer; in the first instance to the Business Manager		

Job Purpose

To provide administrative support to the Payroll and Systems teams.

The postholder will be expected to work flexibly to ensure cover at key periods, including month end and year end processes and system upgrades.

To accurately and efficiently input all data received through email, mail, telephone and support the teams as the first point of contact for all queries.

Duties

The main duties and responsibilities of the post are to assist the payroll and systems team in providing an effective payroll service, ensuring that employees are paid timeously and correctly.

1. Administer the incoming mail and emails for the section.
2. File and scan documents into Payroll filing systems as required.
3. Input, upload and check information on the Payroll System as directed.
4. Act on error reports, liaising with departments and Payroll.
5. Deal with face to face and telephone enquiries and make appointments for Payroll and Systems team members.
6. Support the testing and implementation of systems upgrades.
7. Support the year end close down and roll over processes.
8. Assist with MyView queries, setting up users and training of users.
9. Assist with the production of remits, reports, and returns in line with guidance and timescales.
10. Produce reports from the Comhairle's financial management system for budgeting and monitoring purposes.
11. Carry out monthly reconciliations.
12. Support processes designed to back up IT systems.
13. Participate in IT systems testing.

General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.



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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

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CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. An understanding of the business role of IT systems. E2. An understanding of computer hardware and office systems. E3. Knowledge of office procedures.	D1. Knowledge of HR/ Payroll and IT systems. D2. Knowledge of payroll processes and statutory deductions.
Skills and Abilities	E4. Ability to use Microsoft Office applications. E5. Ability to understand financial information. E6. Ability to work in a team. E7. Good written and oral communication skills. E8. Ability to meet deadlines and work under pressure. E9. Ability to undertake routine work in a programmed and efficient manner, prioritise workload and to work on own initiative. E10. Ability to gather information for use in reports and other documents. E11. Attention to detail, making sure work is accurate and complete.	
Education and Experience	E12. National 5, in both English and Mathematics or equivalent.	D3. Experience of carrying out reconciliations.
Other Factors		D4. Knowledge of Gaelic and/or commitment to learning the language.