# EAST STAFFORDSHIRE BOROUGH COUNCIL

# JOB DESCRIPTION

JOB TITLE: HR & Payments Administrator (1 yr Fixed Term Post)

GRADE: 3

REFERENCE CODE: PY0600

DIVISION SECTIONS: SHARED SERVICE CENTRE (HR, OD & PAYMENTS)

RESPONSIBLE TO: SSC Manager (HR, OD & Payments)

PURPOSE OF JOB: Predominantly Creditors duties and also general clerical duties to support functions across the team.

**DUTIES AND RESPONSIBILITIES:**

# Creditors Payments

Assistance with processing invoices including:

Sort, scan, index and register invoices in the payments section;

Print off invoices and cheque/bacs requests from e-payments and payments;

Control and despatch of Creditors and Housing Benefits cheques/remittance advices;

Assistance with maintenance of Supplier Master File;

Checking Statements and overdue account letters/demands and requesting copy invoices if

Necessary;

Payroll

Process and input timesheets and claims for monthly payroll;

Process and checking of Members expenses claims;

Assist with payroll changes including checking of starters, leavers and change of posts;

Input & electronically file sickness information for the purpose of sick pay and management

Reports.

Produce and send standard letters informing employees of their sick pay entitlements.

Produce sickness statistical information.

Human Resources

Assist with recruitment of Council staff using the WMjobs recruitment portal.

Assist with pre-employment screening for prospective new employees.

Process eye test claims and update records.

General

Manage the HR Inbox on behalf of the wider team, answering any queries possible and

allocating others to the correct team member for response/resolution.

Filing of paperwork (both electronically and hard copy)

Respond to telephone/email enquiries.

Such other duties as may reasonably be required within the team (HR, OD & Payments) which

are within the post holders capability and grade.

Signed .................................................................... Date...........................................................

**PERSON SPECIFICATION**  - SSC ASSISTANT (HR & PAYMENTS)

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| **REQUIREMENTS AS DESCRIBED IN THE EMPLOYMENT AND EQUAL OPPORTUNITIES POLICY** | ESSENTIAL FOR POST | DESIRABLE FOR POST |
| EXPERIENCE | Some work experience in an office environment. | Experience in a Finance or HR team. |
| QUALIFICATIONS | 5 x GCSEs  Grade 5+ Maths and English | An additional vocational ICT/Finance/Accounting qualification  Grade 5+ in ICT |
| TRAINING | Commitment to undertake  training both on and off the  job |  |
| SPECIAL KNOWLEDGE |  | Data Protection  Equal Opportunities |
| PERSONAL CIRCUMSTANCES | N/A |  |
| DISPOSITION & ATTITUDE | High regard for equal opportunities and customer care. Calm, methodical.  Maintains confidentiality.  Flexible “Can Do” attitude. |  |
| PRACTICAL/INTELLECTUAL | Excellent keyboard skills.  Able to use initiative.  Good communication skills.  An aptitude to pick up new computer systems and processes.  Ability to follow procedures with accuracy. |  |
| PHYSICAL/SENSORY e.g. height, strength/touch, smell, sight |  |  |