

Job Profile

Job Title: Data and Controls Analyst

Job Grade: Level 3 Zone 2

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

Camden Council are looking to invest in a talented Data and Controls Analyst who can demonstrate a balanced mix of technical and business skills with a passion to drive service improvement and enhance application and data integration.

Working in Finance Corporate Services means you will join a diverse and ambitious team helping to make the borough a better place for all. This role will be key in supporting services across the council including Finance, HR and Payroll.

About the role

The role of the Data and Controls Analyst is to assist on payroll and payments processing and reconciliation, maintaining and supporting Purchase card and CIS system. Assessing with data analyses across all Oracle Cloud modules and review business processes to make improvements. This role may require undertaking project work as and when required.

As a Data and Controls Analyst you will work as part of our HR and Finance Applications Support Team by assisting on Payroll Payment processing, analysing and improving data, business processes and participating in system upgrades.

The post holder will assist in producing/updating relevant documentation and ensure all procedures relating to payroll and payment processes comply with audit requirements.

About you

To be successful in this role, you'll have to meet the following criteria:

- You will have experience in working with HR and Finance Cloud solutions
- You will have some experience of working with HR and Finance Cloud solutions (e.g. Payroll, Payments) including maintaining, processing and reconciling data across Oracle modules and other application incl, purchase card system and Contraction Industry Scheme (CIS).
- You will have ability to work within very tight deadlines and timescales.
- You will have understanding of Taxation, National Insurance and compliance with statutory requirements including PAYE, PD11 forms etc.

- You have experience of data analysis and reconciliations of payroll or payments information
- You will have ability to use of reporting and Business Intelligent (BI) tools
- You will be proficient in using Microsoft applications including MS Teams, Visio and Jira Software
- You will have ability to manage customer expectations and ensure effective communications with colleagues and customers.

Work Environment:

Agile working where a mixture of home working and some travelling to the office will be required. (Subject to government guidelines and agreement with the line manager)

People Management Responsibilities:

None

Relationships:

Internal

- Operational stakeholders – Employees, and key users in HR/Payroll, Procurement, Finance departments
- Wider Technical teams in Digital and Data Services and other directorates.

External

- Other Public Sector organisations and partners such as HMRC, Teachers Pensions, Shared Pension Service, NLWA, Prudential etc.
- Software Suppliers and Systems Support providers

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,

Note:

This document is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.