

# Payroll and HR Officer

**Salary Range: £39,336**

**Grade: Level 3, Zone 1**

**Location: 5 Pancras Square**

**Reports to: Diane James-Mcfee**



# About the role

To provide support, guidance and technical advice to staff and key stakeholders ensuring a timely and responsive payroll service. To work collaboratively with HR Business Advisors, Application Specialists and Finance Team to meet statutory returns and ensure broad compliance with statutory regulations. To contribute to the effective delivery of all payrolls and general employee relation enquiries.

We take pride in getting it right first time and you will be expected to work towards delivering a first-rate service from day one. If you have the commitment, drive, and ability to deliver high service standards across the Council, then you are the person we are looking for. You will be relational and work towards being experts on how human beings think, feel, behave, and communicate with one another

# The things you'll achieve

Continuous Payroll learning via ACT (Payroll Learning Centre) Opportunities to get involved in Projects.

# About you

## Experience

- Experience in handling a range of payroll and employee relations enquires including calculating pay from gross to net
- Understanding of Statutory and legislative payroll guidelines.
- Resourceful, independent and strong problem-solving abilities
- Analytical structured mind set with ability to follow and build upon existing processes and ensure data is maintained with accuracy and consistency
- Resourceful, independent and strong problem-solving abilities
- Excellent written and communication skills, with strong ability to plan ahead organize and interpret policies and procedures

## You have

Excellent attention to details – You will deal with a significant amount of numerical data

The ability to work well with others

Excellent Numeracy and Literacy skills

Proficiency in Payroll Systems and Microsoft Excel

# Other important information...

## People management

No direct line management

## Work environment

Location 5 Pancras Square - Hybrid working

## Who you will be working with

You will be joining a diverse team which excels in creativity and problem solving with a strong focus on customer needs

## The application process

Assessment / Interview

Candidates who are successful at the assessment stage will be invited to attend a formal interview.

# Who we are

## 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 those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

## 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.

## Asking for Adjustments

Camden is committed to making our recruitment practices 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](mailto:resourcing@camden.gov.uk)

