**Job Profile (HR Payroll Officer)**

**Job Title: HR Payroll Officer**

**Job Grade: Level 3, Zone1**

**Salary Range: £30,893 - £35,488**

**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. An exciting opportunity has arisen to join a busy, established payroll team with responsibility for collating and processing payroll data.

**About the role**

The roles will support the delivery of an effective and efficient payroll and hr customer services team. The post holder will act as a first point of contact handling and resolving payroll and HR Tier one enquiries from managers and employees and external payroll customers. We pride ourselves on delivering excellent customer services, quality and accuracy is at the heart of our day to day work.

**About you**

* To be successful in this post, you will need to have the following skills and expertise:
* Clear understanding of PAYE legislation and its application.
* Proven experience gained in a payroll and HR administration environment.
* Experience of delivering a quality, proactive and customer-focused service.
* Good working knowledge of MS Office Tools including Word and intermediate Excel.
* Experience of analysing and resolving payroll related problems or questions by collecting and analysing information
* Investigate and calculate overpayment /underpayment and statutory payments and deductions
* Manage workflow within an established deadline ensuring all payroll and HR tier one transactions are processed accurately and timely.
* Generate reports and reconcile occupational and statutory family leave, Sickness and other pay elements from payroll system.
* Experience of using Oracle Cloud Payroll

**Work Environment:**

The role will be a combination of working from home for 3 days with 2 days in the office

**People Management Responsibilities:**

There are no management responsibilities however you will be responsible for managing a business area.

**Relationships:**

On a day to day basic you will be working with Colleagues across the organisation, managers, school and other stakeholders

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we’ll redefine what a career can be.

**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](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).

**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](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page2) 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,