



North Northamptonshire Council

Job Description

Job Title: Finance Co-ordinator – Personal Budget Support Service Payroll

NNBAND 03

Overall Purpose of the Job

The job holder works within the Personal Budgets Support Service (PBSS) team, a centrally managed team providing financial services support to Direct Payment recipients in North Northamptonshire.

In this role the postholder delivers advice and payroll services to customers who employ their own support staff and use PBSS payroll and managed account services. The postholder works with customers, providers, partners and other North Northamptonshire Council teams to deliver this support and also delivers assistance to line manager and team manager to deliver services to deadlines. The postholder deals with workflow issues and allocates work as appropriate.

Working within a small team to deliver effective and timely processing of financial activities and information management relating to Direct Payment recipients who access PBSS financial services. To support managers and provide management information and reports.

To establish systems and maintain procedures to manage, monitor and report on PBSS finance processes including:

Financial transactions and returns relating to PBSS payroll or Holding Accounts

Payroll services for customers who access the PBSS payroll service.

Main Accountabilities

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1	Providing specialist finance support, giving guidance and directing other staff in the investigation of queries
2	Investigate transaction queries and resolve any problems
3	Setup of payroll records for employers from information provided including HMRC registration, contracts and payroll file
4	Accurate weekly input of all detail from payroll user timesheets and other payroll documents to payroll systems
5	Calculation and recording of associated payroll detail for each employer (employee hours, payment, tax, NI, holidays, expenses etc.)
6	Managing incoming telephone calls, emails and direct enquiries from payroll users
7	Researching and delivering appropriate payroll advice to service users where requested

	Main Accountabilities
8	Pensions assessments and other pension contribution tasks for employers
9	Processing employee payments and testing those payments match budgets set for each employer
10	Supporting the team around associated finance and administration-based tasks

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job;

Qualification Required	Subject	Essential/ Desirable
GCSE grade C and above or equivalent.	Maths & English	Essential
NVQ level 2 in relevant subject or equivalent experience	Finance, administration, customer service, management or equivalent experience	Essential

Minimum levels of knowledge, skills and experience required for this job

Knowledge Required	Detail	Essential/ Desirable
Understanding of and commitment to data protection and confidentiality	Able to access and process information in accordance with data protection guidance	Essential

Skills Required	Detail	Essential/ Desirable
Full range of MS Office suite and e-mail at intermediate level; experienced in working with databases and spreadsheets		Essential
Excellent communication skills		Essential
Able to process data and reports with a high level of accuracy.	Experienced in processing information and preparing reports	Essential

Experience Required	Detail	Essential/ Desirable
Experience in working as part of a team within finance or accounting function.	Able to confidently use finance systems to process transactions. Able to work effectively to deadlines and as part of a team; able to work flexibly and under own initiative.	Essential
Able to work effectively to deadlines and as part of a team; able to work flexibly and under own initiative.	Experience within a deadline driven environment	Essential

Disclosure Level

What disclosure level is required for this post?	None	Standard	Enhanced	Enhanced with barred list checks
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Work Type

What work type does this role fit into?	Fixed	Flexible	Field	Home
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