



January 2015

### 1. JOB IDENTITY

<b>Post Title:</b>	Modern Apprentice (Payroll)	<b>Service:</b>	Business Services
<b>Section:</b>	HR & OD	<b>Grade:</b>	Administrative A
<b>Reports to:</b>	Payroll Supervisor		

### 2. JOB PURPOSE

- Assist in the production of salaries and wages payments and the completion of associated administrative tasks, including the resolution of verbal and written pay enquiries

This post is encompassed in the Modern Apprentice Programme, jobholders will be expected to complete a SVQ Level 2 qualification during their employment

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

### 3. CORE RESPONSIBILITIES / DUTIES

- Process all payroll notifications from employing service, payroll and outside agencies
- Resolve all payroll enquiries, either written or verbal, from employing service, payroll and outside agencies
- Assist in the verification of payroll output and exception reports, pre and post payroll run, ensuring all highlighted errors are dealt with accordingly
- Calculate Gross and Net overpayments, up to the completion of the letter and statement of overpayment
- File and store all information appertaining to the team as directed
- Participate in the processing of all payroll activities

### 4. QUALIFICATIONS AND TRAINING

- |                   |   |
|-------------------|---|
| <b>Essential:</b> | <ul style="list-style-type: none"> <li>• Scottish National Level 4 or 5 or Standard Grade in Mathematics and English, or equivalent transferable experience and skills</li> <li>• Achievement of SVQ Level 2 in Business Administration within 12 months</li> </ul> |
| <b>Desirable:</b> | <ul style="list-style-type: none"> <li>• Payroll related training</li> <li>• Computer systems based training</li> </ul>   |

## 5. EXPERIENCE

**Essential:** • Experience in using Microsoft Office packages to a proficient standard

**Desirable:** • Experience of using Microsoft Access

- Previous payroll experience

## 6. KNOWLEDGE AND SKILLS

**Essential:** • Ability to confidently use computers and learn new software packages

- Ability to work independently and as part of a team

- Well organised and methodical

- Commitment to study and ability to learn

- Accuracy, good attention to detail and ability to work with numbers

- Excellent communication skills, both verbal and written

- Ability to work under pressure and to strict deadlines

## 7. ADDITIONAL REQUIREMENTS

Criminal Records Checks for Employment	Not applicable to this post
Driving Compliance	Not applicable to this post
Politically Restricted	Not applicable to this post