

Payroll and Pensions Technical Partner

Job Description

Position Pay Level: 7

Position Pay SCP: 30 - 35

Salary: £43,253 - £48,795 (Inclusive of Local Weighting Allowance per annum)

DBS requirement: Basic

Reports to: Payroll and Pensions Lead

Financial management: Indirectly responsible for £3-5 million monthly processing of payroll

Main purpose of Job:

To support the delivery and continuous development of a high-quality Payroll and Pensions service by acting as the deputy to the Payroll and Pensions Lead.

The role combines technical payroll and pensions expertise with a strong focus on system development, process improvement, training, and organisational upskilling. The postholder will play a key role in ensuring service resilience, enhancing system capability, and improving understanding of payroll and pensions processes across the Council.

The role will also undertake complex payroll and pensions activities and act as deputy for the Payroll and Pensions Lead when required.

Main Accountabilities:

- Support the end-to-end payroll function, ensuring accurate and timely processing of pay, deductions, and statutory requirements.
- Undertake complex payroll calculations (e.g. back pay, statutory payments, contractual variations, pension adjustments).
- Support payroll reconciliation processes, ensuring alignment with finance systems and compliance with internal controls.
- Ensure accurate administration of pension schemes (e.g. LGPS, TPS, NHS), including contributions, returns, and member queries.
- Act as a key escalation point for complex or sensitive payroll and pensions queries.
- Deputising and leadership support

- Act as deputy to the Payroll and Pensions Lead, providing operational cover and continuity of service when required.
- Support the Payroll & Pension Lead in maintaining compliance with HMRC, PAYE, pension regulations, and employment legislation.
- Contribute to service planning, risk management, and audit readiness.
- Lead on the development, optimisation and day-to-day functionality of payroll systems (e.g. Unit4/Agresso), ensuring data integrity and efficient processes.
- Take ownership of identifying, driving, and implementing improvements to Unit 4 systems, workflows, and controls, working collaboratively with the Unit 4 team to enhance data accuracy, operational efficiency, compliance, and overall user experience.
- Work collaboratively with system providers, IT, Unit 4 and stakeholders to implement upgrades, patches, and new functionality.
- Maintain system documentation and ensure robust configuration and controls are in place.
- Actively support organisation-wide upskilling, improving understanding of payroll inputs, responsibilities, and impacts, through delivery of corporate training and Talkabout Sessions.
- Develop policies, user-friendly guidance materials, toolkits, and communications to support self-service and compliance. Design and deliver Unit 4 training across the council
- Build strong relationships across the council to improve engagement, data quality, and service effectiveness.
- Ensure all payroll and pensions activities are compliant with statutory and regulatory requirements, including PAYE, HMRC, and The Pensions Regulator.
- Support audit processes and ensure appropriate records, controls, and documentation are maintained.
- Identify, investigate, and resolve discrepancies, risks, or control issues

Person Specification:
Payroll and Pensions Technical Partner

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	Significant experience of leading and managing a payroll and pensions function within a complex organisation, preferably within local government or the public sector.	E	A
	Proven experience of delivering end-to-end payroll services, including high-volume, high-value payroll processing.	E	A/I
	Demonstrable experience of managing multiple pension schemes (e.g. LGPS, TPS, NHS) and ensuring compliance with regulatory requirements.	E	A/I
	Experience of operating within a highly regulated environment, ensuring compliance with HMRC, PAYE and employment legislation.	E	A/I
	Experience of leading, motivating and developing teams, including performance management and service improvement.	E	A/I
	Experience of managing complex payroll issues and acting as an escalation point for sensitive or high-risk cases.	E	A/I
Skills and abilities	Strong leadership and people management skills, with the ability to drive high performance and accountability.	E	A/T
	Advanced analytical and problem-solving skills, with the ability to interpret complex data and resolve payroll and pensions issues.	E	A/I/T

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
	Excellent organisational skills with the ability to plan and prioritise workloads to meet strict deadlines.	E	A/I
	High level of accuracy and attention to detail, particularly in a financially sensitive environment.	E	A/I
	Ability to interpret and apply complex legislation, policies and technical guidance.	E	A/I
	Strong communication and interpersonal skills, with the ability to explain complex technical information clearly to non-specialists.	E	A/I
	Ability to build effective working relationships and influence stakeholders at all levels.	E	A/I
	Strong IT and systems skills, including experience of payroll systems (e.g. Unit4/Agresso) and Microsoft Excel.	E	A/I
	Ability to manage risk, maintain confidentiality, and exercise sound professional judgement. Performance.	E	A/I
Knowledge and understanding	In-depth knowledge of UK payroll legislation, including PAYE, National Insurance, statutory payments, and HMRC requirements.	E	A
	Detailed understanding of public sector pension schemes and associated regulations (LGPS, TPS, NHS).	E	A/I

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
	Knowledge of auto-enrolment requirements and The Pensions Regulator guidance.	E	A/I
	Strong understanding of payroll processes, controls, reconciliations, and financial governance.	E	A
	Knowledge of employment legislation as it relates to pay, terms and conditions, and contractual entitlements.	E	T
	Understanding of audit, risk management, and internal control frameworks.	E	A
	Awareness of data protection (GDPR) requirements and their application to payroll data.	E	A
	Knowledge of local government pay frameworks and conditions of service.	E	I
Qualifications	Relevant professional qualification or equivalent experience in payroll, pensions, finance, or a related discipline (e.g. CIPP, AAT) or equivalent by experience	E	A/I
	Bachelor's degree in finance, accounting or HR, or equivalent by experience	E	A
	Evidence of continuous professional development in payroll, pensions, or related regulatory areas.	D	A