ROLE DESCRIPTION

Job Title	Payroll and Pensions Specialist
Salary Band	SCP 27-32
Reporting to	Payroll and Pensions Lead
Directorate	Resources
Service Area and sub area	Corporate Development/People Services
Team	Systems and Payroll
Political Restriction	No

1. Primary Purpose of the Post

To deliver accurate and timely payroll and pensions processing for the Liverpool City Region Combined Authority, ensuring compliance with statutory requirements and internal policies. Supporting the Payroll and Pensions Lead in maintaining and improving the payroll and pensions service, liaising with the managed payroll and pension administration services and Merseyside Pension Fund.

2. Your responsibilities

Payroll Processing

- Administer end-to-end payroll
- Identify and resolve payroll errors, discrepancies and anomalies.
- Conduct payroll calculations for a variety of scenarios including, but not limited to, honoraria, job evaluation and redundancy.
- Prepare in-month faster payments for approval by People Operations Manager and process payment and arrange advance recoveries
- Conduct end of month payroll checks to ensure accuracy of payroll.
- Run monthly payroll certificate and reports for checking and signature by People Operations Managers and submission to managed payroll service.
- Review and improve internal payroll processes and controls.
- Liaise with managed payroll service to ensure accurate and timely submissions.
- Support Payroll & Pensions Lead with monthly and year-end payroll activities including P60s, P11Ds, and statutory returns.

Pensions Administration

- Liaise with managed pension administration service to ensure all pension administration is processed accurately and on time.
- Act as a key contact for pension queries from employees, the managed pension administration service and Merseyside Pension Fund.
- Ensure accurate pension data is maintained and submitted in line with statutory deadlines.

Systems and Data

- Maintain and update employee records within the payroll system.

- Support data integrity and reporting requirements.
- Collaborate with HR and Finance teams to ensure alignment of payroll and pension data.
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Compliance and Governance

- Ensure compliance with HMRC, LGPS, and internal audit requirements.
- Keep up to date with changes in payroll legislation and pension regulations.
- Contribute to internal audits and external reporting as required.

3. General Corporate Responsibilities

- Demonstrate the LCRCA behaviours of **LCR First, Respect and Action Focus** and contribute positively to an inclusive, collaborative and supportive culture
- Take ownership of delivering high-quality work, achieving objectives and contributing to the successful delivery of corporate priorities
- Work collaboratively with colleagues, customers, partners and stakeholders to achieve positive outcomes for residents, businesses and communities
- Comply with organisational policies, procedures, governance requirements and relevant legislation, taking responsibility for health, safety and wellbeing
- Demonstrate commitment to equality, diversity and inclusion, treating everyone with dignity and considering the impact of decisions on communities and protected groups
- Take responsibility for your own learning, development and continuous improvement, contributing ideas and expertise to organisational success

4. Recruitment Plan

Job sample test
Interview

PERSON SPECIFICATION

Job Title: Payroll and Pensions Specialist

Criteria		
Qualifications and Training	**E = Essential D = Desirable**	**Identified By**
Chartered Institute of Payroll Professionals (CIPP) Level 4 or equivalent	**E**	**A**

Experience and knowledge	**E = Essential D = Desirable**	**Identified By**
Proven experience in end-to-end payroll processing at Payroll Officer/Specialist level	**E**	**A, T, I**
Strong understanding of payroll legislation and statutory requirements.	**E**	**A, I**
Experience working with a managed payroll and pension administration service	**E**	**A**
Experience of providing payroll data and information for internal and external audits	**E**	**A, I**
Experience with workplace pension schemes including auto-enrolment and AVCs	**E**	**A**
Experience working with Local Government Pension Scheme (LGPS)	**D**	**A**
Experience working in or with the public sector	**D**	**A**
Experience using iTrent for payroll processing.	**D**	**A**
Experience of building and running Business Objects or Power BI reports	**D**	**A**

Skills and abilities	**E = Essential D = Desirable**	**Identified By**
Ability to identify and resolve payroll errors.	**E**	**A, T, I**
Ability to identify, recommend and implement improvements to payroll processes.	**E**	**A, I**
Excellent attention to detail and data accuracy	**E**	**A, T, I**
Proficiency in Microsoft Office with strong Excel skills	**E**	**A, T**
Strong communication and stakeholder engagement skills	**E**	**A**
Ability to work with minimum supervision	**E**	**A**
Excellent time management and prioritisation skills	**E**	**A, I**
Ability to translate payroll data to non-payroll colleagues and employees	**E**	**A**
Ability to meet deadlines	**E**	**A**

Personal Attributes	E = Essential D = Desirable	Identified By
Proactive	**E**	**A**
Solution-focussed	**E**	**A**
Evidence and commitment to continuous personal and professional development	**E**	**A**
Takes initiative	**E**	**A**
Resilient	**E**	**A**

Key to Assessment Methods:

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment