



Job Title: Casual Advisory Officer
Department: Education
Reports to: Policy Operations Manager
Date: January 2020

The role

The purpose of this role is to provide adhoc cover for the advisory office. This role has a front-line advisory service requirement, advising members on technical issues of payroll. The Casual Advisory Officer, like other key staff is in post to enable the overall purpose of the CIPP which is to promote excellence in payroll and pensions. He/she will be judged by his or her ability to represent the CIPP, especially so when helping members with technical queries

Location

The role can either be office based at the CIPP's headquarters; Goldfinger House, Solihull or home based.

Person Specification

We are looking for a person who can demonstrate team working, with a positive attitude.

All eligible candidates must satisfy both the technical and non-technical criteria defined below and will be able to demonstrate these skills from their time working in a payroll, pensions or reward role.

An excellent telephone manner is required as is excellent writing skills.

Potential candidates for this post will need to demonstrate:

- Minimum of 3 years' experience in a payroll and or pensions environment.

- Broad payroll knowledge across the areas covered in appendix 1. It is understood that the post holder will not at all times inherently possess this knowledge. A steep and continuous learning curve is part and parcel of this role due to the changing nature of the subject matter.
- Confidence in their ability to work with members.
- An enquiring mind and the self-motivation to seek out answers are vital.
- Enjoyment of detail involved in payroll and pensions administration, with particular reference to proof reading.
- Resilience.
- Sense of humour.
- Initiative.
- Flexibility.
- Top quality oral and written communication skills and an understanding of when and how to communicate.
- Attention to detail. This role requires extensive reading and absorption of information which can then be relayed authoritatively in both written and oral communication.
- Good levels of IT literacy.

Terms and Conditions:

Salary	TBC (depending on experience)
Working week	TBC
Annual leave	25 days annual leave per annum (pro-rated)
Pension:	Group Personal Pension Scheme available

Recruitment Process:

Those who wish to be considered should submit a CV, along with a covering letter explaining why they are interested in the post and what they will bring to it and email to Jill.Smith@cipp.org.uk

The CIPP is an equal opportunity employer who seeks to recruit and appoint the best available person for a job regardless of marital / civil partnership status, sex (including pregnancy), age, religion, belief, race, nationality and ethnic or national origin, colour, sexual orientation or disability.

APPENDIX 1 – AREAS OF TECHNICAL KNOWLEDGE (not exhaustive)

1. Income tax – PAYE
2. National insurance
3. Taxation of Benefits-in-Kind
 - P11d reporting
 - Class 1a/1b NICs
 - PSAs & Dispensations
4. Business Travel
 - Company/own/pool cars
 - Company Vans
 - Fuel scale charge
 - AMAPs
5. Attachments/Deduction from Earnings Orders
 - Council Tax
 - DEOs
 - County Court judgements
 - Direct Earnings Orders
 - Debt Arrangement Scheme (DAS)
6. Student Loan Deductions
7. Real Time Information submission requirements
8. Statutory Payments, including Shared Parental Leave & Pay
9. Expats/In-pats
10. Automatic Enrolment employer obligations
11. Pensions
 - Local Government
 - Occupational (DB and DC)
 - Pensions Act
 - Contracting-out
12. Payroll/HR computer systems & services
 - System types (integrated, stand-alone)
 - Main functionality
 - Bureau
 - Fully managed
 - ASP
 - System evaluation and implementation
 - Developments in technology
13. Payroll processes
 - Procedures
 - Benchmarking
14. Employment Law
 - Redundancy
 - Payslips
 - Termination payments
 - Overpayment recovery

- Age Discrimination
- Holiday pay rulings