



POST TITLE - BACKGROUND INFORMATION

Avon Fire & Rescue Service (AF&RS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire. It has 21 operational fire stations, together with offices, covering all areas, with its Head Quarters based in Portishead, near Bristol. AF&RS Control Centre, where emergency calls are handled, is situated in Lansdown, near Bath.

With an annual budget of around £50 million, AF&RS delivers a wide range of fire, rescue and community safety services across a geographic area of approximately 514 square miles with a residential population of more than one million people.

AF&RS employs over 800 staff made up of: Service Delivery including whole-time and on-call Firefighters, and staff in its Control Centre, Service Delivery Support, and Corporate Services.

This post is within the Finance Team, and reports to the Head of Finance.

With effect from July 2023, UK legislation was amended to enable Fire & Rescue Services to undertake standard Disclosure and Barring Service (DBS) checks for all employees. All AF&RS posts therefore require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to an enhanced DBS check. These DBS checks will be renewed throughout employment.

Safeguarding is the duty of every member of staff at AF&RS: as a public authority we have a responsibility to ensure that the adults and children we interact with are kept safe from harm.



Job Description, Core Values and Person Specification

Job Title	Payroll Manager
Post Number	3000
Grade	H6
Duration of Post	Permanent
Hours	37 per week
Directorate	
Unit or Team	Finance
Reports to (give job title)	Head of Finance
Line management or supervisory responsibilities	Yes
If yes, for which team/s or post/s	Payroll Officer
Responsibility for managing a budget	No
If yes, approximately how much (to nearest £10,000)	
Date job was evaluated	July 2026

Purpose of Job:

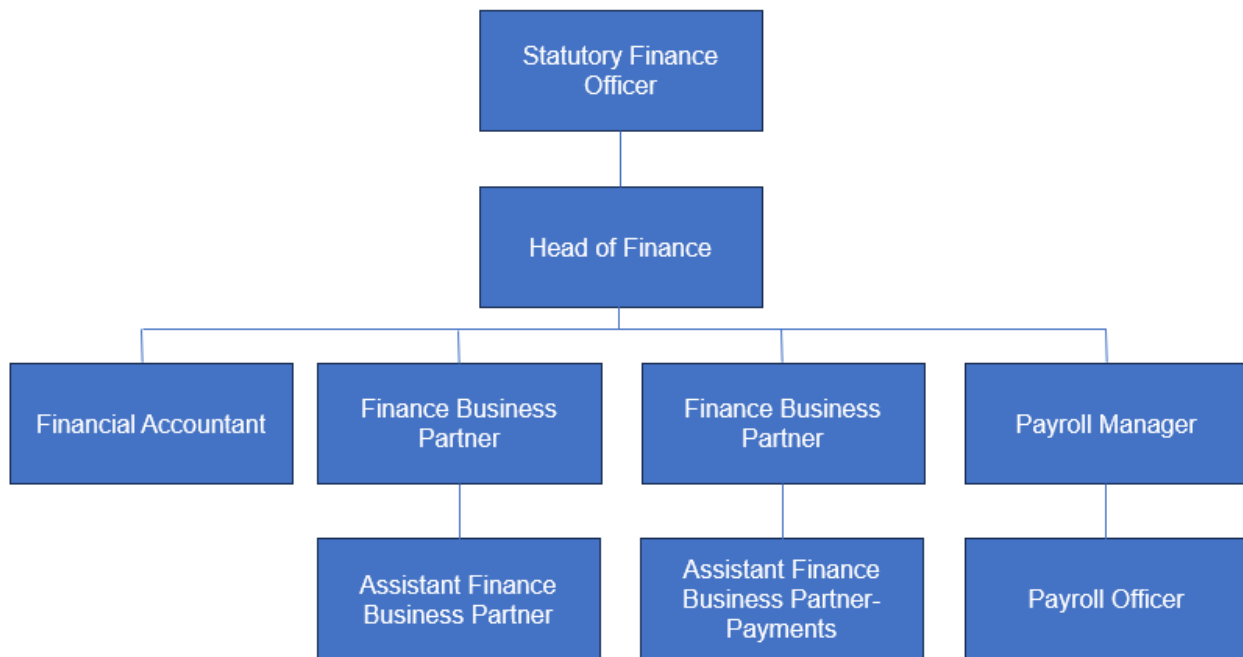
This is a senior post in the Finance team that provides essential financial payroll related advice, information and support to managers and employees within AF&RS whilst ensuring the legislative requirements, statutory deadlines, financial regulations and conditions of service are adhered to.

To lead, manage and ensure an effective, efficient, accurate and timely payroll service so that employees are paid correctly and promptly whilst making sure that staffing costs are monitored and controlled, to include appropriate line management responsibilities.

To ensure that financial policies and processes relating to payroll are correctly implemented and managed.

To ensure Avon Fire Authority's compliance with financial external legislation and internal regulations including liaison with key internal and external stakeholders, including tax advisors, pension administrators and internal and external auditors for all payroll related areas.

To provide a professional payroll service ensuring the accurate and timely payment of monthly paid salaries to all staff.

Structure Chart:**Responsibilities and Duties:**

1.	Responsible for ensuring that all salary payments are made in accordance with the pay and conditions of the relevant employee group and the individuals' pay and conditions of service.
2.	Responsible for ensuring that the monthly payroll accurately reflects all employees' expected salaries & allowances at the time of processing and is approved in accordance with the prescribed timetable.
3.	Identifying and actioning as appropriate all pay changes advised for Wholetime Firefighters & Green book staff.
4.	Overseeing the On Call Firefighter payroll (Retained Duty System (RDS)) managed by the Payroll Officer.
5.	To act as the key point of contact with the payroll service provider and assist with the effective management of the payroll contract.
6.	Interpret new legislation impacting payroll and be responsible for monitoring and ensuring payroll compliance with the latest legislation including HMRC, Firefighters Pension Schemes, Local Government Pension Scheme and audit requirements.
7.	Responsible for ensuring that the payroll system is technically and Service policy compliant at all times, working with the payroll service provider to achieve this.
8.	Responsible for ensuring that AF&RS' financial policies and processes relating to all areas of payroll are correctly implemented and managed and comply with the latest legislation and the Fire Authority's Financial Regulations.
9.	To support necessary pension-related projects and tasks relating to payroll, working closely with internal lead employees and external bodies including the LGA, Government and pension & payroll service providers to ensure they are completed within strict time limits and to the right standards, including monthly and year-end pensionable pay data returns.
10.	Provide appropriate advice on creating and formulating policies and procedures to ensure compliance with statutory obligations and best practice.

11.	Manage and resolve complex issues relating to payroll queries including advising on the application of the relevant HMRC legislation, pension regulations and AF&RS' policies and procedures.
12.	Responsible for providing payroll information and reports to managers, HMRC, statutory bodies and other bodies, including internal and external auditors, as required and in accordance with the requirement of the data protection legislation.
13.	Responsible for monitoring Salary Sacrifice schemes ensuring payroll compliance with the latest HMRC guidelines.
14.	Ensure continuous monitoring of tax guidance and development of processes throughout the year to ensure Service compliance with HMRC is maintained.
15.	Completion of the Service's additional Benefit in Kind P11d return detail to report expenses and benefits paid to employees which have not been subject to PAYE tax and develop/manage the future change process to real time reporting through payrolling of benefits.
16.	Responsible for compiling statistics and management information, including written reports for the SLB and SLT and submitting data to the Fire Authority, HMRC, Government bodies, Financial Services provider, pension services provider and other third parties as required.
17.	Provide advice and support to managers and directors on payroll matters.
18.	Attend meetings within the Service and externally as required providing specialist advice and support. This will include Finance representation at regional or national events and deputising for the Head of Finance when required.
19.	To continually review and make proposals for improvements to financial systems, related IT systems and administrative processes, to ensure the continued provision of a highly professional, efficient and effective service. This process will also incorporate the impact of legislative changes, the requirements of the Auditors, Statutory Finance Officer and Service needs.
20.	Carry out any additional responsibilities as reasonable and appropriate, as agreed with line manager.
Special Notes or Conditions:	
1.	The Payroll Manager and Payroll Officer will normally not take annual leave at the same time, except in exceptional circumstances agreed in advance due to business continuity requirements.
2.	AF&RS requires all staff and leaders to promote equality and diversity by: - ensuring that, both in your dealings with other employees and with members of the public, you comply with all aspects of the Service's Equality Policy and legislation that outlaws discrimination; - treating members of the public and other AF&RS staff with respect, dignity and in line with the expectations determined by our Service values at all times; and taking action when witnessing an act that could be considered discrimination or harassment, challenging it and/or raising with managers.
3.	This role is based at Police & Fire HQ in Portishead. Although you are based at a specific location, for efficiency or other business reasons we may require you to travel to and/or work from any base within AF&RS service area or work from home, for which we will pay allowances where appropriate.
4.	If based at Police and Fire Headquarters, this is a secure site and therefore appointment to this post may be subject to passing the required vetting process.
5.	Many posts in AF&RS are hybrid-working with the facility to work from home and from an AF&RS work-base. Your manager will confirm if this applies to this post.
6.	Your job may involve working out of normal office hours, for which mutually agreed compensatory time-off will be given.
7.	Your job may involve you dealing with highly confidential and sensitive information. It is essential that you ensure this information is held and processed securely and that you act with tact and discretion at all times and comply with the General Data Protection Regulation

	(GDPR) and the Data Protection Act 2018. Confidentiality must be maintained, even after leaving this post or AF&RS employment.
8.	You should maintain an awareness of environmental regulations in relation to the remit of your role. All employees have a responsibility to carry out their duties in an environmentally-conscious way and to actively support AF&RS's Environmental Strategy, Policy and objectives.
9.	You must ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.
10.	There may be times when you are required to wear specific clothing suitable to the type of work you are undertaking. This may include AF&RS branded corporate clothing (for example when representing AF&RS externally), or protective clothing for the work being carried out, as deemed appropriate by your line manager.
11.	All AF&RS posts require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to an enhanced DBS check. These DBS checks will be renewed throughout employment.
12.	Safeguarding is the duty of every member of staff at AF&RS: as a public authority we have a responsibility to ensure that the adults and children we interact with are kept safe from harm.

Avon Fire & Rescue Service – NFCC Core Code of Ethics

AF&RS expects all employees to accept and work to the National Fire Chiefs Council (NFCC) Core Code of Ethics:

- **Putting our communities first** – we put the interest of the public, the community and service users first;
- **Integrity** – we act with integrity including being open, honest and consistent in everything we do;
- **Dignity and respect** - we treat people with dignity and respect, making decisions objectively based on evidence, without discrimination or bias;
- **Leadership** – we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards;
- **Equality, diversity and inclusion (EDI)** – we continually recognise and promote the value of EDI both within the FRSs and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality foster good relations and celebrate difference.

Signed confirmation that this Job Description accurately reflects the requirements of the job:

Job Holder's Manager		Date	
Signed agreement to carry out the responsibilities of this Job Description, and of acceptance of NFCC Code of Ethics:			
Job Holder		Date	

See following page for Person Specification

Person Specification					
Job Title	Payroll Manager				
Post Number	3000				
Grade	HAY 6				
Qualifications, knowledge, experience, skills and personal attributes required for the job:					
	E=Essential D=Desirable	Measured by: A = Application T = Test I = Interview			
		A	T	I	
Qualifications/Knowledge					
A recognised professional payroll qualification, preferably CIPP qualified, or other recognised professional financial qualification. Essential criteria, unless five years' experience criteria met in which case qualification criteria is Desirable.	E/D	X			X
An understanding of the public sector and its pressures and constraints.	E	X			X
Aware of national issues affecting Local Government.	E	X			X
Knowledge of Fire & Rescue Service & Local Government pay & conditions of service.	D	X			X
Knowledge and/or experience of financial issues directly relevant to the Fire & Rescue Service.	D	X			X
Good knowledge and experience of Local Government financial procedures and operations.	D	X			X
Experience					
At least five years' relevant experience in a payroll environment within a large organization – Desirable only, unless qualification criteria not met in which case Essential.	D/E	X			X
Experience of collaborating with clients and external organisations.	E	X			X
Experience of people management and team building, with a proven track record of effective motivation, delegation, target setting and performance review.	E	X			X
Experience of iTrent payroll system.	D	X			X
Skills					
Project Management skills and leadership.	E	X			X
Be IT literate with experience of, and competence in using, computerised payroll, financial systems and spreadsheets (preferably MS Excel) at an advanced level.	E	X			X
Well-developed analytical and problem-solving skills.	E	X			X
Able to communicate effectively at all levels internally and externally.	E	X			X

Proven organisational skills and able to work well under pressure, with the ability to prioritise, work to deadlines and manage time effectively without supervision.	E	X		X
Evidence of self-motivation, innovation and resilience.	E	X		X
Proven ability to use own initiative and work as a team player.	E	X		X
Able to drive with a full current valid driving licence, or ability to arrange suitable alternative transport to travel to various work locations.	E	X		X
Personal Attributes – these are generic and apply to most posts				
Willingness to accept and work to the NFCC Core Code of Ethics during the course of employment.	E	X		X
Adaptable with a flexible approach to work, to meet business needs.	E	X		X
Able to work effectively both individually and as part of a team.	E	X		X
Professional in conduct.	E	X		X
Strong stakeholder ethic with customer orientated approach.	E	X		X
Committed to undertake relevant training and continuous professional development opportunities.	E	X		X