



## JOB PROFILE

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<b>Post Title:</b>	Assistant PAYE Officer
<b>Portfolio:</b>	Treasury, Infrastructure and Sustainable Development
<b>Responsible to:</b>	PAYE Officer
<b>Responsible for:</b>	No direct reports
<b>Grade:</b>	Band B

### Job Purpose

To improve the lives of all within our community and help the island thrive through the day to day management of the PAYE system, auditing the Tax data for individual employee tax payers and dealing with tax queries ensuring all PAYE taxes are collected in line with the Income Tax Ordinance.

### Main Duties and Responsibilities

1. Provide effective income tax advice to employee and employer both written and oral by applying case facts in line with the Income Tax Ordinance and regulations.
2. Auditing employees annual Income Tax Returns and raising annual assessments for underpayment of Income Tax.
3. Monitoring and recording employer and employee tax data relevant to the PAYE system.
4. Dealing effectively with the P8 forms/movement procedures.
5. Manage and record each individual employee's PAYE data on a Microsoft Database System.
6. Conduct independent field audits and office based audit investigations to verify information, to detect inaccuracies in payroll systems for employees and amend as necessary.
7. Preparing, issuing and reviewing employee tax codes as and when requested.
8. Maintaining the filing system of all PAYE tax documents. Responsible for the storage and updating of all PAYE tax information both physically and electronically, on a regular basis for easy retrieval and to satisfy statutory obligations.
9. Providing general office support services where appropriate and necessary.
10. Make recommendations for improvements in relation to administrative systems and processes.



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11. Ensure service users timely responses to their telephone and email enquiries and processing all associated paperwork in a timely manner.

12. Take responsibility for own development and helps others acquire skills and experience.

### Special Conditions

There are no special conditions associated with this role.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

### Core Competency Framework

Competency	Level
<b>Professional Development:</b> N/A	i
<b>Planning &amp; Delivery of Work:</b> Manages own work activities so that work is delivered in an efficient and productive way. Ensures quality or service standards required are maintained. Ask questions to clarify expectations when necessary. Keeps relevant parties informed on the progress of a plan or programme.	ii
<b>Analysis and use of Information:</b> Is able to identify when information received is relevant to and should be used in completing an activity. Follows guidelines for identifying problems. Gathers and summarises data when required.	ii
<b>Decision Making:</b> Gathers information from appropriate sources to make routine decisions. Solves problems that have implications for others in own team.	ii
<b>Working with Others:</b> Offers support to colleagues without being asked. Asks for support from colleagues when necessary. Builds good relationships with a range of people. Engages effectively with others in order to understand their requirements and develop appropriate solutions/improvements. Raises difficult issues with others in order to resolve them.	ii
<b>Communication:</b> Can write clearly without spelling or grammatical errors. Uses jargon free language. Is able to record factual information accurately.	ii
<b>Influencing and Persuading:</b> Is receptive to constructive feedback.	ii



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Expresses a difference of opinion in an appropriately controlled and constructive manner. Supports team members working on the same or related work activities. Seeks clarification to ensure requests are understood.	
<b>Dealing with Change:</b> Sees change as an opportunity. Supports colleagues in understanding change. Participates readily in change initiatives. Assists others to accommodate change. Focuses on benefits to self and/or others.	ii
<b>Continuous Improvement:</b> Makes business and efficiency improvements through use of appropriate systems and tools. Shares knowledge and experience with others. Manages own development and performance. Learns lessons from both successes and failures.	ii
<b>Managing Resources:</b> Promotes and enforces appropriate business rules. Deals with varied situations with limited guidance.	ii



## PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
A Level 2 or above qualification in a relevant subject – such as Maths, ICT, Business Administration etc. or equivalent level of demonstrable attainment or experience	E	√	
ACCA Diploma in Financial and Management Accounting (RQF Level 2) or equivalent level of demonstrable attainment or experience or willingness to study	D	√	
Recognised qualification in ICT e.g. ECDL	D	√	
Class A Driver's License	E	√	
<b>Knowledge &amp; Experience:</b>			
Previous experience in an accounting or similar role	D	√	
Experience of making recommendations for improvements in relation to systems and processes	E	√	√
An understanding of how to handle, resolve and escalate enquiries and pass on information promptly	E		√
Experience of working independently and as part of a team	E	√	√
Experience of using information to develop solutions and solve problems	E	√	√
<b>Skills and Abilities:</b>			
Proven and effective administrative skills. Understands the need for confidentiality	E	√	√
Good written and verbal communication skills	E	√	√
Confident in using ICT systems relevant to role i.e. Access Dimensions and SelectPay or similar packages including Management Information Systems and MS Office	E		√
Able to work on own initiative without constant supervision	E		√
Excellent interpersonal skills, able to communicate effectively and professionally and remain calm and polite under pressure	E		√
Demonstrates attention to detail and works methodically, responding to changes to meet deadlines	E		√
Able to help others acquire skills and experience	E		√
<b>Other:</b>			



## PERSON SPECIFICATION

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Willingness to work flexibly	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity	E		√

### Our Values

#### FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

#### INTEGRITY

We communicate openly and we are honest, accountable and ethical.

#### TEAMWORK

We work together and we support each other.

### Professional or Career Progression Cadre Competency Framework

*None*