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| **Job Title:** | **Payroll Assistant** |
| **Reports To:** | **Payroll Manager** |

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| **Job Summary:** | Payroll Administrator to support the processing of payrolls for c. 9,000 employees across the care home sites. |

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| **Role Responsibilities:** |
| * Collect and verify payroll data from the time and attendance system ensuring appropriate authorisations are in place to submit to external bureau in accordance with the payroll schedule.
* Review payroll reports from the bureau and communicate any changes or corrections needed in a timely manner.
* Dealing with all employee, HMRC and third party payroll queries.
* Ensure compliance with UK payroll legislation, including HMRC and National Minimum Wage.
* To produce the required payroll related reports for the operations and executive teams as and when required.
* Provide information and assistance to employees regarding payroll policies and procedures.
* Ensure that employee records are accurate and up-to-date.
* To carry out any administration duties as requested for which you have been suitably trained
* Ensuring that the finance system balance sheets are up to date through reconciliations and journal postings.

**This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

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| **Person Specification:** |
| **Experience**  | **Essential/Desirable**  | **Assessment**  |
| Minimum 2 years payroll experience | Essential |  |
| Experience processing payroll within the care industry | Desirable |  |
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| **Knowledge/Skills & Abilities** |  |  |
| Strong Microsoft Office experience | Essential |  |
| Proficient in Microsoft Excel | Essential |  |
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| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
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| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |