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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:** |  |