

Human Resources

Job Description & Person Specification

Post Title:	Payroll Administration Assistant	Department:	Payroll, Human Resources
Location:	Redlands	Contract type:	Permanent
Hours per week:	37	Weeks per year:	52
Scale:		Salary:	£17,407pa
Reports to:	Payroll and HR Services Manager		

Job Description

1.	<p>Department Overview</p> <p>The Human Resources and Payroll team are responsible for the following in respect of member colleges and WESS:</p> <ul style="list-style-type: none"> • the completeness and accuracy of all aspects of HR and Payroll records • compliance with safeguarding requirements in respect of recruitment, statutory HMRC requirements, the regulations of all relevant pension bodies and equal opportunities • compliance with entities' Financial Regulations and HR and pay related policies • Accurate and timely processing of all HR and Payroll transactions such that all staff are communicated to, and paid, accurately and on time • The delivery of a high quality, customer focussed service
2.	<p>Purpose of the Role</p> <p>The purpose of this post is to assist in the accurate and timely processing of transactions relating to all aspects of the Payroll function, thereby helping to ensure compliance with all aspects of HMRC Regulations and Statutory Pension Regulations.</p>
3.	<p>Key Accountabilities & Duties</p> <p>General Office Duties:</p> <ul style="list-style-type: none"> • Assist in the administration and processing of WESS calls (the team group Email) • Answer telephone and respond to queries appropriately • Be responsible for incoming/outgoing post. • Be responsible for the sorting and filing of all Time Sheets. • Be responsible for office stationery. • Carry out monthly scanning to personal files. • Carry out monthly payroll filing. <p>Assist in the monthly operation of the payroll:</p> <ul style="list-style-type: none"> • Carry out basic administration and assist Payroll Administrators as appropriate. • Entry of basic Payroll data. • Assist in the audit and checking of basic payroll data entry. • Performing any other duties as required by the Payroll Manager.

	<p>Assist in the monthly Pension Processes:</p> <ul style="list-style-type: none"> • Carry out basic administration and assist Payroll Assistants as appropriate. <p>In carrying out the above duties, the postholder will:</p> <ul style="list-style-type: none"> • Communicate with customers in an articulate and appropriate manner when responding to verbal and written queries. • Ensure that telephones are always answered and queries dealt with appropriately to provide excellent customer service. • Be familiar with and observe all centrally specified procedures and liaise effectively with other Departments. • Provide high levels of customer service and build effective working relationships with member colleges and other WESS departments. <p>*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.</p>
4.	Equal Opportunities
	<p>Wessex Education Shared Services will seek to ensure that all existing and potential employees are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The Organisation will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified. The Organisation aims to provide an open welcoming and safe environment for all its employees and visitors.</p>
5.	Safeguarding
	<p>The Organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.</p> <p>The successful applicant will be required to provide proof of right to work in the UK.</p>
6.	Further Information
	<p>This Job Description and Person Specification are current as at August 2018. In consultation with your Line manager, it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult your Line Manager directly.</p> <p>A copy of this Job Description and Person Specification is held with the Human Resources department.</p>

Person Specification

Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Computerised systems / data bases. • A sound operational knowledge of structured transactional/administration processes and systems 	<ul style="list-style-type: none"> • Some knowledge of integrated HR/Payroll Systems. • Administration of operating payroll
Experience	<ul style="list-style-type: none"> • Experience of working in a busy office environment and working to monthly deadlines. 	<ul style="list-style-type: none"> • Experience of working in a finance/payroll office.
Skills & Abilities	<ul style="list-style-type: none"> • IT skills (Excel and Word). • Accurate data entry and mathematical skills. • Ability to work to deadlines. • Good attention to detail. • Customer Service. • Accuracy. • Able to establish and maintain a good rapport with staff at all levels. 	<ul style="list-style-type: none"> • Problem solving abilities and logical thinking. • Ability to understand and apply complex information.
Personal Attributes	<ul style="list-style-type: none"> • Team player, honest and reliable. • Good communicator (both verbally and written). • Strong confidentiality ethos. • Commitment to completion of tasks. • Adaptable and flexible with the ability to work within an ever changing environment 	<ul style="list-style-type: none"> • Desire to improve quality of service. • Ability to engage colleagues at all levels.
Qualifications	<ul style="list-style-type: none"> • GCSE passes (grade A-C) or equivalent including Maths and English. 	
Other Requirements	<ul style="list-style-type: none"> • Able to work flexibly where necessary to achieve payroll and reporting deadlines. • Desire to develop skills and expertise. 	