Role Profile

Job Title	**:**	**Payroll Assistant (12-month Fixed Term)**
Department	**:**	**Finance**
Grade	**:**	**Operations 2**

Function of the department/section & main purpose of the job:

The Payroll Assistant role provides day-to-day administration, processing and bookkeeping support in order to maintain efficient running of the payroll within the Finance Department.

Duties & Responsibilities:

1. To be responsible for the end-to-end processing of one or more weekly payrolls as assigned, including but not limited to:
   a. Preparing the weekly register of active contracts to be paid each week and ensuring receipt of appropriate new starter paperwork.
   b. Collating weekly timesheets and preparing the master schedule of payments
   c. Processing payments in Sage, and preparing a payroll for review
   d. All HMRC submissions relating to the payroll
   e. Preparing the invoice or journal for the relevant payroll for entry into the accounting system
   f. Maintaining Holiday, Sick, TOIL and pension records for the relevant weekly payroll.
2. To understand the entirety of the payroll system and processes to be able to provide other support as needed, including but not limited to cross-checking the work of other team members, inputting timesheets for monthly staff and providing holiday and sickness cover.
3. To carry out ad-hoc work as required in supporting the Finance Team and Finance Manager.

General:

1. To observe the provision of the Health & Safety at Work Act
2. Any other administrative duties as required and relevant to the grade of the post

Specific Limitations on Authority: All decisions to be made in consultation with the Finance Manager

Responsible to: The Finance Manager and the Finance Director

Responsible for: N/A

Specific Functional Contacts: All departments

Person Specification for Senior Payroller role:

- Basic numeracy and literacy to GCSE standard - Maths and English Language essential
- Bright and enthusiastic
- Good telephone manner
- PC literacy – particularly a good standard in excel
- At least 2 years' experience in payroll – particularly experience in running payrolls more regularly than monthly
- Previous experience of Sage 50 payroll helpful
- Responsible and proactive attitude to work
- Able to work well as part of a team

Updated 11/10/2024