



## **JOB DESCRIPTION**

<b>Post:</b>	<b>Payroll &amp; HR Administrator</b>
<b>Responsible to:</b>	<b>Head of HR</b>
<b>Key Relationships:</b>	<b>All Managers &amp; Employees across the business.</b>

### **Job Purpose**

To support the HR team with any payroll related queries and to assist with the administration of our monthly payroll and employee benefits, to include processing of starters, leavers and amendments, expenses.

To support in processing the monthly payroll and pension for approx 240 employees, which includes casuals, zero hour, part time and permanent members of staff.

To provide efficient, effective and timely administrative support for the HR Team

### **Key Responsibilities**

#### **Payroll Administration Support**

1. Ensuring all appropriate new employee documentation is sent to ADP in time for the monthly payroll deadline.
2. All leaver & amendment details to be processed in time for the monthly payroll.
3. Audit and keep up to date the holiday and sickness records, ensuring records are accurate each month for payroll purposes.
4. Administer, review and maintain company pension schemes adhering to country legislation, where necessary perform pension assessments in line with Auto Enrolment Regulations



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5. Administer pay entitlements such as statutory and occupational maternity, paternity and sick pay.
6. To be able to answer general Tax and National Insurance queries in a timely and accurate manner, in line with relevant Inland Revenue requirements
7. Administer our Cash Back Health Care Scheme by updating starters and Leavers
8. Calculate and checking overtime, sleep in's, on call and National Living Wage payments
9. To assist the Head of HR & HR Officer with collecting and analysing payroll and employee related data as required
10. To prepare payroll related reports as requested by the HR and Finance Team
11. To use, process, store and archive personal data following the guidance by the Data Protection Officer (Head of HR)

### **Adhoc duties**

1. Assist with the maintenance of all personnel records and filing systems.
2. Assist employees with password resets, log in enquiries and all general enquiries.
3. Administration support in relation to the Corporate Induction programme.
4. Maintain the electronic recruitment application folders in accordance with GDPR.
5. Set up of new employee electronic files ensuring all information is recorded and stored in relation to CQC and GDPR.



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6. Deal with telephone enquiries as far as possible or refer them to the appropriate person taking messages as necessary.
7. To comply at all times with the Association's legal, contractual and regulatory responsibilities in relation to the above duties.
8. To be aware of policies, procedures and guidelines which are current at any time and always to carry out duties accordingly.
9. Carry out other duties reasonably requested by the Head of HR.



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### **MAIN TERMS AND CONDITIONS**

Post: HR & Payroll Administrator

Annual Leave: 22 days

Hours of Work: 35hrs, Monday to Friday

FTC: 6 months

Salary: £22,000.00 DOE

A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. The above information may be helpful to applicants as a guide, but should not be treated as a substitute for a full contract of employment.



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**PERSON SPECIFICATION – HR & Payroll Administrator**

Qualities	Criteria	Essential	Score
<b>EXPERIENCE</b>	Relevant experience of working within a HR and or Payroll office environment as an administrator	✓	
<b>SKILLS/ KNOWLEDGE</b>	Be able to use relevant payroll and HR systems, ideally experience in using ADP IHCM would be preferable.	✓	
	Be efficient, organised and used to working in a fast-paced office environment.	✓	
	Proficient in MS Office applications, which must include Word & Excel at a minimum intermediate level	✓	
	Excellent written and verbal communication skills, with a good attention to detail and be used to giving excellent customer service.	✓	
<b>ABILITIES</b>	Ability to work on own initiative and to agreed deadlines	✓	
	An understanding of and commitment to the values of Ability Housing Association	✓	

3 = full evidence   2 = partial evidence   1 = weak evidence   0 = no evidence