

JOB DESCRIPTION

Post Title: Payroll Assistant
Employer: Hendre Ltd and Subsidiaries
Reports To: Payroll Supervisor
Responsible To: Accounting Service Manager

MAIN OBJECTIVES OF THE POST

The post-holder will be working in conjunction with the Payroll Supervisor to provide a range of payroll services to inter-group and external clients.

PRINCIPAL DUTIES

1. To assist the Payroll Supervisor in the prompt and accurate processing of all Hendre Group payrolls, including salaries, benefits, travelling and subsistence payments.
2. To be conversant with various conditions of service affecting payments, and implementing the relevant sick pay schemes.
3. To be responsible for checking all pay and expense claims, ensuring that they are properly authorised, calculated and comply with Company policies and procedures.
4. To be able to deal with external organisations such as HM Revenue and Customs, Dept of Work and Pensions etc, in matters relating to the payroll and employees.
5. To assist in the timely and accurate production of management information in respect of all aspects of payroll.
6. To ensure all standard and non-standard deductions are processed accurately, including payments and associated accounting entries.
7. To assist in the reconciliation of all payroll control accounts and accounting entries for payroll costs into the relevant general ledgers.
8. To assist in the preparation of all year end returns.
9. To deal with queries from individual employees on all payroll related matters.
10. To assist in the development and implementation of policies and procedures in respect of all aspects of payroll.
11. To be involved in the ongoing development of the Group's payroll software.

12. To deputise for the Payroll Supervisor in his / her absence.
13. Undertake such other duties that are required from time to time and are commensurate with this position.

PERSON SPECIFICATION: PAYROLL ASSISTANT		
	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Good standard of education (i.e. 5 GCSEs at Grades A-C plus 2 at A Level or equivalent).	IPPM Foundation Level or have equivalent experience.
WORK EXPERIENCE	Payroll administration experience using any computerised Payroll System. Relevant experience in a busy payroll environment.	Experience of using Pyramid payroll software. Experience in producing management information emanating from the payroll systems & interfacing with the Group's financial systems, where necessary, including some experience in general ledger reconciliations of payroll accounts.
SKILLS AND KNOWLEDGE	Knowledge of payroll legislation and processing. Good interpersonal skills to deal efficiently and effectively with all customer queries. Excellent IT skills including practical use of Microsoft Office suite particularly Excel. Ability to prioritise and adhere to timetables for the processing of payroll and production of information. Good Communication skills both written and verbal.	
PERSONAL QUALITIES	Work effectively within a team environment Be a self starter and remain focussed under pressure Be flexible in approach to demanding workloads Ability to maintain confidentiality in all circumstances.	

PAY AND CONDITIONS: PAYROLL ASSISTANT

1. The salary for this position is **£15,024 - £17,676** per annum for **36** hours per week. A cost of living rise is awarded on 1 January each year which is based on the average index earnings percentage figure for the preceding August.
2. The Association operates an agreed hours system giving an average of **36** hours per week by agreement with the line manager.

However, the Association reserves the right to alter the arrangement of these hours if it is in the best interests of the Association to do so.

3. Your minimum paid holiday entitlement will be **26 days** per annum plus bank holidays.

In addition to the basic entitlement, full-time staff with more than two years continuous service at the beginning of the leave year will qualify for one additional day's leave for each complete year of service up to a maximum of ten working days.

4. Employees are entitled to join the Association's company pension scheme with Scottish Widows after three months employment with the Association. This scheme is a 'money purchase' scheme with the level of contributions based on salary.
5. On appointment you will become a member of the Association's group life insurance scheme which entitles your next of kin to receive a sum of money equal to twice your annual salary in the event of your death whilst an employee of the Association.
6. Eligible employees are entitled to join the Group Private Health Scheme, and, on payment of the necessary contribution, extend cover to members of their family.

CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATIONS IS:

5th FEBRUARY 2010