

Job Description



Job Title: Payroll Assistant

Salary: £19,000 per annum

Hours: Full time - 35 hours per week

Responsible to: Payroll Officer

Key Deliverables: As part of a team, provide a comprehensive payroll processing service for multiple companies

Location: Knowsley Disability Concern, 263a Tarbock Road, Huyton, Merseyside, L36 OSD.

Key Result Areas: To ensure that all payroll clients:

- Receive accurate information in suitable formats to be able to pay wages to their employees correctly and on time
- Are enabled to comply with their statutory responsibilities for employment, HMRC legislation and pensions auto enrolment duties
- Receive a professional standard of customer service where information is clear and timely and queries are dealt with efficiently
- Continue to be satisfied with the standard of service and feel that they receive value for money

Key Duties: To take overall responsibility for:

- Preparing and processing 4-weekly payrolls for approximately 400 companies (around 700 payslips)
- Producing and sending payslips using a variety of communication methods
- Setting up new companies on the system and registering PAYE schemes with HMRC
- Applying correct tax codes and National Insurance categories
- Calculating statutory payments including SSP, SMP, DAP and SPP



- Running auto enrolment processes including setting up pension schemes on NEST
- Processing RTI
- Liaising on behalf of the client with HMRC
- Preparing and issuing quarterly statements of deductions for HMRC returns
- Preparing new starter packs and liaising with clients for payroll information
- Dealing with day to day queries
- Managing general administration duties
- Keeping accurate and up-to-date activity records and statistics.
- Undertaking home visits to support clients where required
- Undertaking additional duties as required, commensurate with the level of job.

Key Working Relationships: Clients / Carers / Families / Staff / Volunteers / Team members

Other Information

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The post-holder is expected to familiarise themselves with and adhere to all of the organisation's Policies and Procedures.
- The post-holder must comply with Knowsley Disability Concern's Health and Safety requirements.
- All applicants must adhere to Knowsley Disability Concerns Safeguarding Vulnerable Adults and Children's policies
- All applicants who are offered employment will be subject to a criminal record check Disclosure and Barring Service (DBS). Criminal convictions will only be taken into account when they are relevant to the post.

January 2016



Payroll Assistant – Person Specification

Requirement	Essential	Desirable	Measure
Skills and Effectiveness	<ul style="list-style-type: none"> ▪ Excellent customer service skills ▪ Friendly, positive and helpful manner ▪ Ability to communicate well with people at all levels and from a variety of backgrounds ▪ Ability to deal with high volumes of data input with extreme accuracy ▪ Good levels of numeracy and literacy ▪ Highly organised with excellent time management skills ▪ Ability to prioritise workload and work to strict deadlines. 	<ul style="list-style-type: none"> ▪ Able to communicate and interact effectively, creatively and sensitively with individuals who have communication problems ▪ Ability to present information to a range of audiences, clearly and concisely 	Application Form Interview
Knowledge and Experience	<ul style="list-style-type: none"> ▪ Proficient in all aspects of payroll preparation ▪ Administration of auto-enrolment pensions ▪ Running RTI procedures ▪ Preparation of quarterly HMRC returns ▪ Resolving queries and making payroll adjustments ▪ Knowledge of current tax/payroll legislation and relevant employment law matters ▪ IT literate with good Excel and Word skills ▪ An understanding of confidentiality and data protection issues. 	<ul style="list-style-type: none"> ▪ Proficient in use of IRIS Payroll Software ▪ Experience in auto-enrolment procedures from staging date ▪ Setting up pension schemes with NEST or equivalent provider ▪ Producing reports and statistics ▪ Understanding of Direct Payments in the context of health and social care provision 	Application Form Interview
Education and Qualifications	<ul style="list-style-type: none"> ▪ Educated to GCSE level standard or equivalent 	<ul style="list-style-type: none"> ▪ CIPP qualification ▪ Diploma or similar qualification in Business Administration 	Sight of Qualifications
Other requirements of the job	<ul style="list-style-type: none"> ▪ Able to travel efficiently around Merseyside in order to undertake home visits. ▪ Commitment to promote choice, independence, rights and inclusion. ▪ Demonstrate understanding of safeguarding principles 	<ul style="list-style-type: none"> ▪ Car owner with clean driving licence 	Sight of Driving Licence Interview