**** Job Description

# Job Title Payroll Officer

**Location** Henshaws College, Harrogate

**Salary** £11.93 per hour/£23,573.68 per annum

**Band** E

**Hours per Week** 38 hours

**Annual Leave** 25 days plus 10 Statutory holidays (pro-rata for part time / term time roles)

**Reports to** Finance Team Leader

**DBS Check** Enhanced Check with child barring list

**Job Summary**

Responsible for providing a professional and responsive payroll service to employees across the charity by adhering to policies and procedures and statutory requirements, ensuring accurate payment every month.

The post holder will be a subject matter expert on payroll and pensions for Henshaws, keeping

up to date with best practice and legislative change; they will be responsible for advising

Henshaws of relevant legislative changes and providing recommendations for increased efficiency.

**Key responsibilities**

* Working closely with the outsourced provider to ensure a prompt and efficient

payroll and pension service ensuring compliance with legislation and reporting requirements.

* Input payroll data such as new starters, leavers, statutory entitlements, charity entitlements, contract changes, overtime, unpaid leave, tax codes and 3rd party information into payroll software for an external payroll provider to process.
* To provide a customer focused payroll and pension function ensuring appropriate and

responsive service and guidance to internal customers and external stakeholders.

* Review and ensure accuracy of monthly timesheets and exception reports to extract information into the monthly payroll data.
* To support the completion and submission of all annual returns to HMRC and pension providers to the published deadlines and in the most efficient manner.
* Maintain and review records of entitlements for employees across the charity such as SMP, SSP, OPL, SAP ensuring these are processed correctly on a monthly basis to determine individual’s entitlement to company and statutory sick payments.
* Process absence data on a monthly basis e.g. sickness absence, bereavement leave, in line with HR policies
* Be main point of contact for all Henshaws employees across the charity and external providers regarding payroll queries through telephone and email communication and any other platforms.
* To conduct regular checks to ensure the integrity of the payroll database.
* To prepare and submit monthly and annual returns to HMRC.
* To create and maintain up to date and comprehensive guidance notes on payroll procedures.
* Review, generate and prepare reports and analyses when required.
* Contribute to the collation and production of pension related information.
* Maintain payroll and pension files in accordance to GDPR.
* Undertake additional finance duties to support the team when required.

**General**

* Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times.
* Take responsibility for your own personal and professional development, including CPD where appropriate.
* Facilitate training and knowledge sharing across Henshaws Society, and other providers where appropriate.
* Adhere to and support others to uphold Henshaws Values: Inspiring, Proactive, Sharing, Compassionate, Empowering, Informed
* Offer a flexible approach to working hours to meet the needs of the organisation.
* Represent Henshaws in professional manner at all times, contributing to fundraising, marketing and recruitment activities for Henshaws Society as required.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures.
* Any other duty as required by the line manager commensurate with the post.

**Person Specification**

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

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|  | **Criteria** | **Essential or Desirable** | **How Identified** |
| **Skills and Experience** | Microsoft Office (in particular excel) and databases | **Essential** | Application Form |
| Highly numerate with the ability to understand and accurately process a variety of standard calculations | **Essential** | Application Form |
| Accuracy and attention to detail | **Essential** | Application Form |
| Ability to work to deadlines | **Essential** | Application Form |
| Ability to deal with sensitive matters professionally and confidentially | **Essential** | Application form |
| Very high level of commitment to service delivery with a strong focus on customer experience. | **Essential** | Interview |
| **General &  Specialist Knowledge** | Experience of working in a busy payroll and pension department | **Essential** | Application Form/Interview |
| Knowledge of payroll, taxation and pension legislation and regulations – with particular emphasis on being able to explain them to others | **Essential** | Interview |
|  | Experience of running payroll in a care setting | **Desirable** | Application form |
| **Education &  Training** | GCSE grade A\*-C Maths and English, or equivalent qualifications (eg 4-9 in numerical system) | **Essential** | Application Form/copy of certificates |
| ECDL or equivalent | **Desirable** | Application Form/copy of certificate |
| Payroll Training/Qualification | **Desirable** | Application Form/copy of certificate |
| **Special  Requirements** | Flexible team member | **Essential** | Interview |
|  | Ability to remain calm under pressure | **Essential** | Interview |

**Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability. Henshaws is committed to equal opportunities and positively welcomes applications from all sections of the community.**