**Detail of your job description**

**Project:**  Central Office

**Job Title:** Payroll Administrator

**Work Location:**  Aldingbourne Country Centre/Working from Home

**Directly responsible to:** Head of HR, The Aldingbourne Trust

**Overall responsible to:**  The Managing Director, The Aldingbourne Trust.

**General purpose:**

As Payroll Administrator you will be responsible for the timely and accurate collation of our monthly payroll including processing expense claims, undertaking pension administration, and answering payroll queries.

**Main duties:**

The successful person will be responsible for, but not limited to:

* Internally - work closely with the HR Team, the Finance Team and internal staff responsible for producing payroll data to forward to our payroll company for processing.

Externally the post holder will liaise with our payroll company – 1st Choice Payroll to ensure the timely submission of monthly payroll and any associated queries they may have.

* General payroll management, investigating and resolving any payroll queries with staff.
* Each month run a pension report to identify new starters or newly qualifying staff and notify both the payroll company and pension provider (NEST).
* Assist with pension administration such as leavers and those opting out and queries where possible, signposting staff to relevant resources where needed.

**Main duties:**

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| **Support Provider** |
| * To collate information for the monthly payroll to forward to Payroll Company including staffing changes generated by HR, time sheets, and expense claims. * In conjunction with the Head of HR - checking the payroll and pension submission is correct once produced by payroll. * . To support the work and values of the Aldingbourne Trust in enabling people who have a learning disability/autism to be as independent as possible and to live good lives. |

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| **Networker / Bridgebuilder** |
| * To liaise with the HR team, Finance Team and the project Admin Assistants to assist with payroll queries. * To assist the HR team with administrative and data entry duties as and when required. |

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| **Adventurer** |
| * To be familiar with Information Technology. * Make suggestions on how the Trust can continuously improve. * To step out of comfort zone, to explore & consider innovative approaches to meet the Trust’s objectives * Consider the use of technology in enhancing performance * Promote the Aldingbourne Trust an employer and service provider of choice * Ensure you maintain a programme of continuing professional development. |

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| **Teacher** |
| * To provide staff, volunteers with relevant payroll/salary information when required. |

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| **Mediator** |
| * Communicate with other projects and external organisations. * Build and maintain positive working relationships with colleagues and other associated payroll/pension contacts. * To deal with enquiries regarding payroll/pension as appropriate. |

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| **Coach** |
| * To support project administrators with their payroll administration effectively and efficiently. * Support managers with any payroll/salary issues. |

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| **Risk Taker** |
| * Risk taking in this context is about trying new approaches, not about exposing the Trust to the risks of employment law or financial regulations. * Researching new ways of becoming more efficient (IT/Payroll procedures). * To ensure the observance of Health and Safety Regulations and safety procedures under the Health and Safety at Work Act and be mindful of the needs to safeguard the health and safety of clients and others. |

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| **Additional Duties and requirements:** |
| * You will be required to complete any other reasonable duties commensurate with the post. * This post will sometimes require you to work alongside vulnerable adults. You therefore will be required to undertake a standard DBS check evidencing an appropriate result before appointment. * . |

**The Person Specification: Payroll Administrator, Central Office**

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| **Essential:** |
| * IT literate with a good working knowledge of Teams and excellent Excel skills * Work accurately with good attention to detail. * Ability to work quickly and efficiently to tight deadlines. * The ability to communicate clearly. * Administrative/organisational skills. * Team player. * Able to use own initiative. |
| **Desirable:** |
| * Experience/knowledge of Pension administration |
| **Last Updated:** |
| July 2021 |

**Terms and Conditions: Payroll Administrator, Central Office**

* Salary - **£7,956 per annum**.
* *Working hours will be* ***60 hours******per month*** *and are flexible to suit both your requirements and the needs of the business but will mainly need to be worked around the end/start of each month due to payroll submission deadline date (usually 4-6th of each month*
* Pension: The Aldingbourne Trust offers a contributory pension scheme.
* Life Assurance: x2 your annual salary.
* Annual leave: 25 days plus Bank Holidays. In addition, 1 extra day per annum after 5 years of service, up to a maximum of 5 extra days after 10 years (pro rata if part time).
* Sick leave: 2 weeks after 1 month service.
* Family/Carers leave: 6 days per annum.
* Employee Assistance Programme
* Cycle Scheme
* Discounted gym memberships at The Arena, Bognor – Dream Fitness, Bognor – Mountbatten, Portsmouth
* Free admission to the Aldingbourne Country Centre for up to 2 adults and 2 children
* 10% discount in the Aldingbourne Country Centre shop/café and MAKE shop & café
* £50 refer a friend scheme
* Eye care vouchers
* Flu vaccinations