



Job Title: Payroll Administrator

Salary Range: £18,028 - £23,028 (All Other Areas)

Reports to: Business Manager – Financial Accounts

Location: Bristol

Who are we?

Shaw Trust is a progressive charity on an exciting journey to help five times more people over the next five years. For over 30 years we have supported disabled and disadvantaged people to make positive changes to their lives through training and employment, and our ambitious plans need the right people to help us transform many more lives, in many more ways.

What we do is exciting, fulfilling and diverse and it's about to get even better. As well as employment services, we work with kids in schools, help offenders in prisons, and empower people to take part in activities that many of us would take for granted.

Working with us gives you far more benefits than a standard package; it gives you the chance to help turn someone's life around.

What we need?

We need a Payroll Administrator to support our Payroll Adviser to run our company payroll.

To stand-out you need to champion and embrace change, balance the empathy of a charitable heart with a commercial edge, and be willing to learn and collaborate with others.

Are you right for the job?

- Do you have strong administrative experience or worked in a payroll function before?
- Do you have excellent organisational skills?
- Do you stay focussed under pressure and maintain excellent customer service at all times?

Person Specification

Job Title: Payroll Administrator

(E = Essential D = Desirable)

Competencies

- Embraces change and drives continuous improvement (E)
- People centred in a commercial framework, takes accountability for results (E)
- Demonstrates a passion to further the charitable aims of the organisation and acts with integrity (E)
- Collaborates and unites with others behind the organisations mission (E)
- Provides a best in class service to all customers internal and external (E)

Technical competency (qualifications and training)

- Good knowledge of databases and computer packages which include Word and Excel (E)
- Good knowledge of BAC system and associated procedures (D)
- Knowledge of the Agresso finance system (D)

Experience, Knowledge and Skills

- Excellent administrative skills (E)
- Experience of working within a busy finance department (E)
- Experience of administering some aspects of payroll (E)
- Experience of Tax, National Insurance, Statutory Sick Pay, Maternity and Paternity Pay (D)
- Customer Service focused (E)
- A flexible approach and ability to cope with the varying demands of the role (E)
- Ability to problem solve and respond appropriately to a variety of situations (E)
- Good interpersonal and communication skills (E)
- Self-motivated and good organisational skills (E)
- Ability to work as part of a team (E)

Safeguarding

- Displays an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- Role requires a Criminal Records Bureau disclosure at Basic level (E)

Main Duties and Responsibilities

1. To carry out administration in relation to preparation of wages, including adjustments e.g. sick pay, holiday pay, overtime, SMP and bonuses.

2. To carry out administration requirements of all schemes associated with Shaw Trust including the loading of data in the relevant pension scheme sites and payment of staff deductions in accordance with OPRA. To join new members into the scheme following auto enrolment assessment and liaising where necessary with the relevant pension companies.
3. To carry out administrations of starters, leavers and amendment requests as required, including those arising through TUPE arrangements.
4. To handle staff enquiries and communications by phone and e-mail.
5. To assist with the daily running of the payroll, monthly and year end processes and to provide cover for running the payrolls in the absence of the Payroll Adviser.
6. To maintain appropriate records and provide up to date financial and statistical information for management and other external agencies as required.
7. To contribute effectively to the implementation of appropriate IT systems to develop and support an efficient office service.
8. To develop appropriate systems, both computerised and manual, to ensure correct 'audit trails' are maintained and records kept updated.
9. To undertake appropriate learning and development as identified through regular appraisals and reviews.
10. To adhere to Shaw Trust policies, procedures and quality standards.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment.