

JOB DESCRIPTION
Group Payroll and Time & Attendance Assistant

JOB TITLE: Group Payroll and Time & Attendance Assistant
MAIN LOCATION: SENAD Central Offices, with travel as required
RESPONSIBLE TO: Group Payroll and Time & Attendance System Controller

MAIN RESPONSIBILITIES:

- Efficient and accurate payroll support for the Group, for in excess of 1200 employees and workers
- Monitor and distribute the Payroll electronic Mailbox
- Receive and resolve telephone and email pay queries efficiently
- Assist staff to access e-payslips and SENAD e-mail accounts

KEY TASKS:

- Assist the team with compilation of group payroll permanent and variable pay data to monthly deadlines using excel site grids.
- Process new starters, leavers and contract changes for submission to the payroll bureau.
- Maintain accurate staff records on the Isys database and in hard copy if required.
- Liaise with the Payroll bureau, HR and Managers as required to meet payroll deadlines and resolve queries.
- Provide an efficient and courteous payroll telephone answering service.
- Jointly responsible for managing the Payroll mailbox, printing, distributing and responding to e-mails as required.
- Jointly responsible for assisting the Team to answer and resolve queries from employees regarding their pay.
- Assist staff to access e-payslips and SENAD e-mail accounts, liaising with the IT team and site managers as required.
- On receipt of payroll authorisation, lock down ISYS HR database, print payroll suite of reports and distribute to payroll team and update the task list.
- Monitor pension online portals, action as required and update pension register.
- Assist staff with Tax and NI queries.
- Ensure absolute confidentiality of data.
- As with all SENAD staff, take joint responsibility for safeguarding children and vulnerable adults, adhering to all safeguarding policies and reporting any concerns immediately.
- To work as part of the team across SENAD - promoting the policies, vision and ethos of the organisation, in particular in relation to Equality & Diversity and the Equal Opportunities Policies and Procedures.
- Undertaking any other task reasonably expected of a Payroll Assistant.

You as an employee are required by The Health & Safety at Work Act 1974 to:

- Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do;
- Cooperate with the Company to ensure compliance with the law;

And Under the Management of Health and Safety at Work Act 1999 you as an employee are required to:

- Inform your employer of any work situation which you consider represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety.
- Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.

This job description will be reviewed regularly and may change over time.

PERSON SPECIFICATION

Skills, Knowledge & Abilities Essential to the Post:

- Computer literate with a good working knowledge of Microsoft Office suite, particularly Word, Excel and Outlook.
- A basic understanding of procedures in a busy payroll administration section / team.
- Previous work experience with databases.
- Previous experience of working with data and accurate data input skills
- Good verbal and written communication skills.
- A basic understanding of Tax and National Insurance calculations.
- The ability to plan work and time effectively using own initiative.
- The ability to meet regular deadlines.
- Good customer relation skills.
- Accurate and organised record keeper.

Personal Attributes Essential to the Post:

- Discreet, diplomatic and able to treat information confidentially.
- Enjoys working as part of a team.
- Capable of exercising judgement and courtesy.
- A confident and positive approach to challenges and change.

- A commitment to providing an efficient service for staff and those in our care.
- Presentable and of a smart appearance reflecting the quality standards of the SENAD Group.

Desirable Criteria

- A relevant finance or payroll qualification.
- Previous experience with electronic payroll systems.
- Previous payroll and / or pension administration experience.
- Previous pension auto enrolment experience.