



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE:	PAYROLL & HR ASSISTANT
YOUR PLACE OF WORK:	REMOTE/HYBRID HEAD OFFICE – TOWER BRIDGE LONDON
HOURS PER WEEK:	35
SALARY:	£25,280 to £30,680 p.a

Pilgrims' Friend Society is a registered charity which has been providing Christian care and support to older people for over 200 years. We currently have 12 care homes and nine independent living housing schemes across England and Scotland where older people can live in warm and secure communities and have opportunities to flourish every day.

As well as providing wonderful places for older Christians to live, we also equip the church with resources for ministry with older people.

Our Christian ethos is central to everything we do, and all our senior and Support Office staff are Christian. If you are a Christian and have HR and Payroll Experience, then we'd love to hear from you.

CONTEXT

Pilgrims' Friend Society manages 12 residential care homes and 9 retirement housing schemes that provide Christian care and accommodation for older people across the country and is playing a leading role in inspiring and equipping people and churches who work with older people in the community.

With over 700 staff, many of whom are hourly paid, the Payroll is a vital function and must be run accurately and on time every month.

THE MAIN PURPOSES OF YOUR JOB ARE:

- To process the monthly payroll in Sage Payroll, ensuring all payments are made correctly and on time each month.
- To handle queries from managers, administrators and staff about pay-related issues.
- To ensure correct reporting and payments to HMRC. Pension Providers and other third parties, both on a monthly basis and at the end of the tax year, and provide payroll reports to managers within PFS.
- To assist the HR team in providing recruitment and administration service in order for the team to achieve their vision of being approachable, available, knowledgeable, and helpful support to our managers and teams.
- To identify and attract candidates using appropriate methods to satisfy job requirements.
- To play your part in delivering the HR team's objective of driving strong team morale across the charity.

WHERE YOU FIT IN TO THE TEAM:

You are responsible to the Senior Payroll Manager.

You will liaise closely with the Senior HR Manager for recruitment issues.

There are no staff responsibilities attached to this role.

YOUR MAIN JOB DUTIES ARE:

Payroll:

- Receive from care homes and process in payroll:
 - a. New starters, Leavers, Changes of details, such as address, bank details etc.;
 - b. Attachments of earnings orders, student loans, pension joiner/leaver/opt-out requests;
 - c. Changes to salary (for salaried staff) including bonuses, additional payments or deductions;
 - d. Monthly hours reporting from the homes and schemes: check hours totals and additional information and upload to Sage Payroll;
 - e. Manual entry of items such as SSP and Occupational Sick Pay, additional payments, adjustments, changes to and additional pay rates.
- Monitor “Right to Work in the UK” documents and assist administrators to complete these checks in accordance with current requirements;
- Ensure changes to individual tax codes and NI letters etc are processed correctly;
- Produce interim payroll reports and forward to administrators. Check interim reports for known issues, such as Occupational Sick Pay, pension deductions, requested additions or deductions etc.
- Receive and process corrections after interim reports;
- “Commit” payroll for processing when everything is correctly entered;
- Process staff payments to Sage Payments and produce payment reports to Finance team;
- Upload online payslips to Sage Payslips and Print, seal and post paper payslips where required;
- Produce final reports and forward to administrators;
- Handle any post-update adjustments, including paying emergency payments and ensuring these are correctly processed and recorded in the payroll system;
- Upload journal file to Sage 200 system and ensuring any adjustments/internal journal transfers etc are completed;
- Assist finance team in reconciling payroll-related accounts;
- Ensure correct electronic submissions and payments are sent to HMRC and other 3rd parties – keeping records of payments for tax year end;
- Upload pension auto-enrolment contribution files to pension provider;
- At end of tax year, assist Senior Payroll Manager in running end-of-year processing and ensuring employees receive P60s. Download and store end-of-year reports. Any other tax-office related end-of-year processing;
- Assist Senior Payroll Manager in producing and submitting P11D data for relevant employees;
- Assist Senior Payroll Manager in updating pay scales annually and as required and producing “Addenda to Contract” for all staff. Updating payroll systems and pay rate spreadsheets with new rates;
- Respond to payroll queries from homes.
- Develop knowledge of payroll/PAYE and associated rules through online and in-house training.
- Administer processes for Maternity and other Parental/Adoption leave, including advising staff of their rights and notification requirements and ensuring Statutory payments are set-up in payroll;
- Scan copies of any paper documents that need storing and uploading to online filing system;
- Handle requests for password resets for employee self-service (online payslips).

General

- Send exit surveys to former staff.
- Store completed exit surveys onto SharePoint.
- General support of the HR team: minute and notetaking.

- Deal with incoming calls and queries from employees and managers, providing support where possible, and/or re-directing to appropriate person.
- Proactively develop knowledge and understanding of relevant areas of HR and Social Care sector.
- Regularly attend Head Office prayer times.
- Support the HR team, especially in matters related to the organisation's objective of advancing the Christian faith—such as advising managers or supporting recruitment for roles that require the post holder to be a practising Christian under an Occupational Requirement.
- Carry out any other duties reasonably required to ensure the smooth operation of the Payroll & HR function;
- All staff colleagues are expected to further their knowledge and development through attendance on courses thought to be appropriate by their manager or at training sessions provided or facilitated by the Society.
- In addition to the duties and responsibilities listed above, you are required to perform other duties assigned by your manager from time to time that are within your capabilities.

Person Specification

- Able to manage and organise workload.
- At least 1 years' payroll experience, including knowledge of PAYE and related issues.
- Experience using SAGE Payroll 50 (desirable) or similar systems.
- Computer literate (must be able to use Microsoft Word, Excel and Outlook).
- Strong attention to detail.
- Reliable and responsible.
- Able to think outside the box.
- Good interpersonal skills.
- Communicate effectively with colleagues.
- Able to work effectively as part of a team.
- Able to work without supervision when required and prioritise effectively.
- It is a genuine occupational requirement that the post-holder is a Evangelical Christian, able to agree with our Doctrinal Basis of Faith.

Note that this job description may be expanded or adjusted from time to time according to the needs of the department and the competency of the post-holder.