

THE HOWARD PARTNERSHIP TRUST

PARTNERSHIP PAYROLL ASSISTANT JOB PROFILE

Grade	Job Title	Capsule job profile	Competencies	Qualifications, Training and Development
<p>S5</p> <p>£18,594 - £21,796pa</p>	<p>Partnership Payroll Assistant</p> <p>Up to 36 hours per week/52 weeks per year</p>	<p>Directly responsible to the Partnership Payroll Supervisor.</p> <p>To be responsible for the provision of an effective and efficient Payroll and Pension administration function liaising directly with staff, third parties and agencies.</p> <p>Main Duties include:</p> <ul style="list-style-type: none"> • Assists in the preparation, processing and associated administration for payroll and pensions activity across The Partnership to published deadlines • Collate payroll input documentation, checking for completeness, relevant authorisation and accuracy • Input employee personal data changes on payroll provider's portal • Liaise with senior leadership at Partnership schools to request and collect midday supervision returns to agreed deadlines • Obtain absence reports from SIMS and prepare for reporting to payroll provider • Input payroll related information to Partnership Payroll provider portal, ensuring that all relevant information including, but not limited to, childcare vouchers, mobile phone and travel allowances are accurately recorded/input • Calculate and input pay variations such as unpaid leave and additional hours as required • Assist in the reporting of monthly pension contributions, monthly data collection, starter and leaver information to pension providers • Be a point of contact for 3rd party queries and liaise professionally at all times • Deal with routine payroll queries from employees and payroll provider in an efficient and professional manner • Carry out any other duties as requested by senior management • Attend team and staff meetings as required • Maintain confidentiality in and outside the workplace with particular regard to data on the School's computer systems 	<p>Post holders should demonstrate the competencies identified from the list below:</p> <ul style="list-style-type: none"> • A high level of accuracy and attention to detail • Able to work alone or in a team • Excellent numerical and data entry skills • Able to work under pressure and meet strict deadlines • Excellent inter-personal skills • Hardworking and committed • Proactive and adaptable • Punctual • Excellent time management, well organised and able to prioritise workload, both individual and shared • Logical thinking and problem-solving ability • Effective use and knowledge of IT, including Microsoft Office and SIMS or similar computerised payroll system • Honesty and respect for confidential information • Uphold and support THPT's Policies and procedures on the Safeguarding of young people 	<p>Good general education to GCSE Level in English, Maths – Grade C and above or equivalent.</p> <p>Solid general education to 'A' level or equivalent.</p> <p>Proficient in the use of Microsoft Office to include Word, Excel and Outlook.</p> <p>Previous experience of working within a Human Resources/payroll environment is desirable, but not essential.</p> <p>Post holder should demonstrate a commitment to on-going professional development.</p> <p>Training and development may include:</p> <ul style="list-style-type: none"> • SIMS Training • Payroll Portal Training • Induction Training • On Job Training • Familiarisation with policies and practice within The Howard Partnership • Safeguarding Training <p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).</p> <p>THPT are committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>

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		<ul style="list-style-type: none">• Support aims and ethos of The Partnership, setting a good example in terms of dress, behaviour, punctuality and attendance• Be pro-active in matters relating to health and safety• Liaise with HR Department re Auto-enrolment (pensions) administration.		
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