

THE WKCIC GROUP

JOB DESCRIPTION

A. TITLE OF POST	Payroll Administrator
REPORTING TO	Payroll Manager
GRADE	Business Support G1
SALARY	WKCIC SP20 (£22,420)

RESPONSIBLE FOR

- Processing pay, expenses, tax, NI and pensions
- Maintain filing systems
- Responding to general pay queries

CLOSING DATE XX XX 2017

B. PURPOSE OF THE JOB

To assist the Payroll & Pension Specialists in the administration and delivery of an accurate, efficient and timely payroll service including pensions' administration as required.

C. MAIN DUTIES / RESPONSIBILITIES

- To ensure the timely processing of timesheets and expenses forms, checking that all forms are properly authorised prior to input and payment.
- Entering timesheet and expenses claim data, directly to the payroll system or to spreadsheets, as directed by the Payroll Manager and Payroll & Pension Specialists.
- Answer general pay queries by phone and e-mail.
- Ensure that the team's filing systems are maintained and that documentation is file correctly.
- To assist the Payroll & Pensions Specialists with the monthly payroll checking processes.
- To be responsible for checking the payroll email inbox and printing off scanned copies of timesheets and expenses claims
- To liaise with HR Administrators as required
- To ensure that irregularities/errors in timesheets and expenses claims are brought to the attention of the Payroll & Pension Specialists
- To ensure that departments and employees who fail to meet payroll deadlines for submission of timesheets, etc are reported to the Payroll & Pension Specialists
- To check that tax code changes have been correctly implemented on the payroll system

D. EXPECTATIONS OF THE POST HOLDER

1. Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the Group's quality assurance procedures and systems.
2. Undertake such other duties as are commensurate with the grade of the post, as reasonably allocated by the Payroll Manager.
3. Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
4. To comply with and promote Group Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
5. Ensure that the Group policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work

E. PERSON SPECIFICATION

Qualification and Experience

1. Five GCSEs or equivalent graded A-C including English and Maths.
2. Experience of general office administration.

Knowledge and Understanding

1. Basic knowledge of payroll legislation.
2. A good understanding of excel spreadsheets and databases
3. Understanding of the importance of confidentiality and high standards of customer care in a service driven business.
4. Commitment to and understanding of the Group's aims and the role of the post-holder in achieving the department's aims in support of the Group.
5. An awareness of the FE sector.

Skills and Abilities

1. Proficient IT and numerical skills, including the use of spreadsheets and databases.
2. Good communication skills
3. Ability to work effectively as a team member.
4. High level of accuracy and attention to detail.
5. Ability to work to strict and challenging deadlines.
6. The FE sector is undergoing change, an ability to effectively handle and respond positively to it will be an advantage.

A copy of the Group's Management Behaviour Framework has been included in your pack. These behaviours are reflected in aspects of the Person Specification.

When you are writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.

Please return by post to: Human Resources, 444 Camden Rd, London. N7 0SP or you can email it to: jobs@candi.ac.uk