

# THE HOWARD PARTNERSHIP TRUST

## PARTNERSHIP PAYROLL ASSISTANT JOB PROFILE

Grade	Job Title	Capsule job profile	Competencies	Qualifications, Training and Development
<b>S5</b>  <b>£18,594 - £21,796pa</b>	<b>Partnership Payroll Assistant</b>  Up to 36 hours per week/52 weeks per year	<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"> <li>Assists in the preparation, processing and associated administration for payroll and pensions activity across The Partnership to published deadlines</li> <li>Collate payroll input documentation, checking for completeness, relevant authorisation and accuracy</li> <li>Input employee personal data changes on payroll provider's portal</li> <li>Liaise with senior leadership at Partnership schools to request and collect midday supervision returns to agreed deadlines</li> <li>Obtain absence reports from SIMS and prepare for reporting to payroll provider</li> <li>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</li> <li>Calculate and input pay variations such as unpaid leave and additional hours as required</li> <li>Assist in the reporting of monthly pension contributions, monthly data collection, starter and leaver information to pension providers</li> <li>Be a point of contact for 3<sup>rd</sup> party queries and liaise professionally at all times</li> <li>Deal with routine payroll queries from employees and payroll provider in an efficient and professional manner</li> <li>Carry out any other duties as requested by senior management</li> <li>Attend team and staff meetings as required</li> <li>Maintain confidentiality in and outside the workplace with particular regard to data on the School's computer systems</li> </ul>	<p>Post holders should demonstrate the competencies identified from the list below:</p> <ul style="list-style-type: none"> <li>A high level of accuracy and attention to detail</li> <li>Able to work alone or in a team</li> <li>Excellent numerical and data entry skills</li> <li>Able to work under pressure and meet strict deadlines</li> <li>Excellent inter-personal skills</li> <li>Hardworking and committed</li> <li>Proactive and adaptable</li> <li>Punctual</li> <li>Excellent time management, well organised and able to prioritise workload, both individual and shared</li> <li>Logical thinking and problem-solving ability</li> <li>Effective use and knowledge of IT, including Microsoft Office and SIMS or similar computerised payroll system</li> <li>Honesty and respect for confidential information</li> <li>Uphold and support THPT's Policies and procedures on the Safeguarding of young people</li> </ul>	<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"> <li>SIMS Training</li> <li>Payroll Portal Training</li> <li>Induction Training</li> <li>On Job Training</li> <li>Familiarisation with policies and practice within The Howard Partnership</li> <li>Safeguarding Training</li> </ul> <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"><li>• Support aims and ethos of The Partnership, setting a good example in terms of dress, behaviour, punctuality and attendance</li><li>• Be pro-active in matters relating to health and safety</li><li>• Liaise with HR Department re Auto-enrolment (pensions) administration.</li></ul>		
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