Job Description: Payroll Administrator

# Background of post

Founded in Scotland in 1997, the Breastfeeding Network (BfN) aims to be an independent source of support and information for all breastfeeding women, parents and others in the UK.

Our vision is a society where all mothers, parents and families are able to make informed decisions about breastfeeding, to access help when and how they need it and to become confident in their choices. Crucially, this also means all help and support offered to parents by BfN volunteers and employees is offered free from commercial interests and free of charge.

In 2021 the charity achieved an award for Good Governance and we are also a Living Wage Employer. Today the charity employs over 160 staff mainly part-time and remote working and involves around 700 volunteer members.

BfN supports more mothers, parents and families than ever through an expanded portfolio of well-evaluated peer support commissions including accredited training across England and Scotland and a strengthened national helpline offering online support. We maintain a small administrative office in Paisley where a number of key support staff are based.

**Role summary**

The Payroll Administrator will support the administration, preparation and delivery of the monthly payroll. The role will also assist the Training Team and HR team in some administrative areas.

The majority of staff work remotely and several work as a combination of remote working and from a small administrative office base in Paisley including this role. The Payroll Administrator will be line managed by the HR Manager but will also work closely with other members of the central and wider team including the HR Officer, Training team and the Finance team.

# Main duties

* To support an accurate, professional and timeous payroll service and to assist the HR Manager as required In the HR and payroll functions.
* Ensure accuracy of all information input produced and processed
* Manage own workload with support from the HR Manager to ensure timeous completion of all tasks
* Ensure absences are recorded and analysed and proactively support line managers with putting action plans in place to address recurring attendance trends and issues.
* Administer the timesheets and annual leave system
* Support the Training team with administrative duties eg: setting up meetings and planning training

**Payroll**

* Input contractual changes to the payroll system including starters and leavers
* Calculate pay and hours worked in line with current processes and contracts of employment
* Accurate input of monthly payroll data to the payroll system in line with deadlines
* Maintaining an efficient and effective payroll inbox filing system in line with Document Retention schedule
* Process all automated tax code changes
* Process statutory payments including SSP, SMP and redundancy payments
* Ensure that all changes to personal details for staff including bank account changes are verified face to face before inputting to the payroll system
* Run and check all reports and ensure accuracy prior to final sign off for BACS upload
* Assist in the submission of relevant data to HMRC by the required deadline
* Produce payslips and ensure they are notified to all staff ahead of pay day
* Assist with payroll year end including the preparation and issue of P60s online
* Respond promptly, accurately and sensitively to enquiries from employees about pay and escalate queries to the HR Manager as required
* Assist with implementation of new systems as necessary

**Pension**

* Ensure that pension contributions are calculated accurately and communicated to NEST via SAGE on a monthly basis
* Assist with the pension auto-enrolment process and contribution schedule ensuring timely and accurate communication to employees.
* Assist with pension related queries from employees or the pension provider and escalate to the HR Manager as required.

**Other Duties**

* Set up timesheets/annual leave forms for new starts, review leaver timesheets and maintain and monitor these for existing staff and contract changes
* Assist with the year end process for timesheets/ annual leave forms and process info for auditors.
* Administer the end to end leavers process
* Assist with absence management including sickness administration, absence recording and producing reports as requested
* Assist with organisational charts in line with process and staff changes
* Work with the Central Support Coordinator to ensure staff registrations are up to date
* Assist the Training team with some administrative tasks eg: meeting set up, CPD planning, timesheet checks and external course bookings
* Provide HR administrative support and cover as requested

**General**

* Ensuring compliance with brand guidelines in all BfN communication and documentation
* Escalating queries to the HR Manager as and when required
* Providing cover for other members of the central team on non-working days and during other periods of absence
* Understand BfN policies and procedures
* Demonstrate awareness of current and future relevant employment regulations, legislation, statutory obligations and codes of practise
* Ensure that payroll information is up to date and available for reporting purposes
* Attend central team meetings and any other meetings requested

This is not an exhaustive job description and may be subject to change according to the needs and development of the role and organisation

Person Specification:

**We expect applicants to have previous experience in finance or payroll and to have worked in an office environment.**

**The following criteria will be used to help us assess candidates for this role** so please refer to I when completing your application

|  |
| --- |
| Essential  |
|  * At least 2 years work experience in an office environment within a team preferably in finance or payroll
* Qualified to at least GCSE level in Maths and English
* A high level of numeracy, accuracy and attention to detail
* Demonstrable experience of MS Office, Office 365 including Word, Excel and Sharepoint
* A high level of accuracy and attention to detail when entering data in to systems , filing and making appointments
* Understanding of the need for confidentiality and secure filing of documentation
* Ability to speak and write English fluently
* Ability to deliver a high level of customer service and support to staff and volunteers
* Dedicated home working space and the ability to focus solely on work when home working
* Excellent written and spoken communication skills
* Awareness and commitment to Equality and Diversity

     |

|  |
| --- |
| Desirable  |
|  * Previous experience of payroll administration
* Knowledge of payroll systems
* Experience of working independently and managing multiple priorities

    |