

Payroll & HR Administrator

Job Description and Person Specification

Position Details

Position: Payroll and HR Administrator	Department: Human Resources	Reporting to: Head of HR
Salary: TBA	Contract: Permanent	Hours per week: 25 hours, 5 out of 7 days

Overall Objective: To have an integral role in the smooth running of the Human Resources department by ensuring all payroll and HR administrative tasks are completed accurately and in a timely manner.

Job Description

Person Specification

Main Objectives

- To administer payroll and pensions using the relevant systems
- To draft standard letters and other communications to employees
- To ensure staff files are kept up to date and accurate

Summary of Duties

- To keep org charts and HR databases up to date
- To process and administer payroll
- To draft communication to staff including but not limited to offer letters, contracts, and contractual changes
- To request DBS checks and references for new employees
- To post job adverts on website and job boards
- To manage organising inductions, from booking rooms, to keeping an accurate record of attendees, and ensuring all staff and managers are communicated with efficiently
- To manage administration relating to pensions
- To regularly run reports to ensure minimum wage is being met across the business
- To maintain an extremely high level of confidentiality
- To liaise with managers and staff to ensure an efficient HR service is provided
- To support the HR Department with any other reasonable request

Essential

- 1 years' experience of working in a payroll environment
- Experience of working with an administrative environment
- 5 GCSE's with A*-C grades, including English and Maths, or equivalent
- Excellent IT skills specifically in Microsoft Word and Microsoft Excel
- Excellent organizational skills
- Ability to work as part of a team
- Excellent verbal and written communication skills
- Ability to meet deadlines
- Extremely high level of personal integrity
- Working knowledge of a payroll system

Desirable

- Experience working within an HR or payroll role
- Knowledge of Rota Horizon and Moorepay

Behavioural Indicators

- Thinking – analytical & accurate
- Delivery at Pace – planning & prioritising
- Personal attributes – integrity, trust & respect for each other
- People skills – effective communicator