



Job Description

Job Title: Payroll Assistant
Department: Finance
Responsible to: Payroll Manager
Last reviewed: January 2023

Job Outline

The post of Payroll Assistant is a full time position and involves working 37.5 hours per week.

Under the guidance of the Payroll Manager, the Payroll Assistant will undertake a full range of administrative duties in order to ensure the smooth and efficient running of the department and provide a first class service to Haileybury. The role will require the post-holder to adopt a highly flexible and adaptable approach to working, as well as leading on allocated duties, projects and initiatives. It is critical that the post-holder is able to assist others within the department as and when required and is proactive in this regard.

It is essential that the post-holder has recent experience within payroll.

Duties

The post-holder will be required to provide administrative support and general assistance to the Payroll department, including, but not limited to:

- Assist the Payroll Manager with the preparation and processing of the Haileybury payroll, including all required reports and related administration i.e. posting to accounts and reconciliations.
- Resolve internal and external queries regarding payroll in a timely manner.
- Maintain accurate payroll records for employees; starters, leavers and contractual changes.
- Processing changes and reporting on statutory deductions.
- Assist with the correct processing, administration and reporting for the School pension schemes.
- Assist the Payroll Manager with the timely preparation and distribution of:
 - All required HMRC returns, including but not limited to P35/P60 Employers annual return, or equivalent e.g. Real Time Reporting.
 - Annual Pension Returns.
 - P11d expenses and benefits, etc.
 - All required information and reports in connection with the annual finance audit.
- Deputising for the Payroll Manager, as required.

General Duties

- Make use of appropriate computer software, equipment and facilities in order to complete duties in the most efficient and effective way including word processing packages, spreadsheets, databases, etc.
- Ensure that all work is supported with appropriate audit trails and maintained to the highest standard, supported by clear, organised and accurate filing systems.
- Complete all duties effectively, efficiently, accurately, and within allocated deadlines.
- Establish and maintain effective communication channels and efficient/effective working relationships with all relevant client groups, both internally and externally.
- Ensure all information is maintained with the utmost of professionalism - delicately, confidentially and securely at all times, and in compliance with the School's policy on Data Protection, taking responsibility for ensuring that any personal data held by them is kept securely.
- Deliver employment best practices for the School, monitoring current processes and practices and facilitate any necessary changes effectively and efficiently.
- Keep Management informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable timeframe.
- Undertake appropriate training to ensure that skills and knowledge remain up-to-date with all appropriate practices and regulatory requirements.

Other Requirements

Safeguarding and Child Protection

1. All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

2. In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.
3. Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

4. Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

5. Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

6. All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**Payroll Assistant
Person Specification**

	Essential	Desirable
Qualifications		
Good general level of education (to A level or equivalent)	✓	
Knowledge, Skills and Experience		
Experience with an industry standard payroll system	✓	
Experience in payroll reconciliations and reporting	✓	
Excellent organisational and time management skills	✓	
Ability to maintain accurate records, both manual and on a database	✓	
Proficient in Microsoft / G Suite	✓	
Excellent written communication skills	✓	
Excellent customer service skills	✓	
Experience in a busy environment with multiple concurrent deadlines	✓	
Strong numeracy and literacy skills	✓	
Employment history in a School environment		✓
Personal Attributes		
Ability to communicate effectively with people at all levels in an organisation	✓	
Accurate with strong attention to detail	✓	
Ability to work under pressure	✓	
Ability to work unsupervised and use own initiative	✓	
Ability to maintain confidentiality with tact, diplomacy and discretion	✓	
Proactive and forward thinking	✓	
Willingness to work flexibly when required	✓	
Confident, enthusiastic and forward thinking	✓	