EARLY YEARS ALLIANCE
50 FEATHERSTONE STREET LONDON EC1Y 8RT
Registered as an Educational Charity

# JOB DESCRIPTION

**JOB TITLE:** **HR AND PAYROLL ASSISTANT**

**BASED:** **NATIONAL CENTRE**

**DEPARTMENT:** **HUMAN RESOURCES**

**RESPONSIBLE TO:** **HR BUSINESS PARTNER**

**RESPONSIBLE FOR:** **NONE**

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**JOB PURPOSE:** To collate, obtain, input HR and payroll related data on to the HRIS. To fulfil pension related obligations and to ensure the charity has an accurate and up-to-date database.

To analyse HR payroll data and produce reports.

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**SAFEGUARDING REQUIREMENT:**

The Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

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**MAIN DUTIES:**

**Payroll**

1. To input and process payroll information and changes onto the HR Information System for all staff every payroll period. This includes New Starters, Leavers, Payroll changes and Sickness and any other absences.

2. To provide support with payroll administration as and when required.

3. To contact staff/settings by telephone, email and letter; dealing with payroll queries / discrepancies / overpayments.

4. To adhere to the payroll related policies and procedures and comply with relevant law at all times.

5. To assist in the preparation for annual audits.

6. To support with the administration of annual salary increments and annual leave allowances.

7. To produce payroll/salary reports as and when required.

8. To maintain and develop payroll processing systems within the Human Resources Department.

9. To answer telephone calls in the Human Resources department, dealing with as appropriate and passing on messages as necessary.

10. To liaise with the Payroll Manager in Finance at the National Centre on payroll matters.

11. To provide general office support as required.

12. To attend and deliver in service training related to the role.

**Pensions**

13. To co-ordinate an effective pension administration service for the charity by liaising as necessary with our external pension provider; ensuring that all operations are carried out in line with financial and pension regulations, pension scheme rules and audit requirements.

14. To deal with routine correspondence as directed within agreed timescales, to handle pension queries and to pass them on to the appropriate staff or take messages as required.

15. To support the development and implementation of all internal pension procedures and communications.

16. To ensure that the computerised pension and HR records are accurate and up to date, within the Human Resources Department.

**Assistance to the Director of People and Technology**

1. To provide effective administration support to the Director of People and Technology within his areas of responsibility: HR, IT, Legal and Facilities as and when required.

2. To support diary management for the Director of Human Resources, scheduling meetings (including the admin for the monthly full HR meeting and brief catch-up meeting) and appointments, including travel arrangement as and when required.

3. To code credit card charges and invoices appropriately.

**General**

1. To support the HR Business Partner with the Learning Management System (LMS) setting up new starters on the system and checking the training inbox in the absence of the HR Business Partner.

**EQUALITIES:**

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti- racism issues.

**POLICIES AND PROCEDURES:**

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: child protection, health & safety and security, confidentiality and data protection, bribery and corruption, signing agreement and contracts and financial.

*This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Alliance. You are also required to be flexible and adaptable with respect to your role.*

**PERSON SPECIFICATION:**

**Essential Criteria**

1. Excellent numeracy skills with experience of data analysis and ability to interpret and explain detailed personnel data.

2. Experience of producing and presenting reports.

3. Excellent interpersonal and communication skills.

4. Proven computer skills, in Microsoft Office Packages, including Word, Excel, Outlook and Internet. (Advance level knowledge will be required in some areas of Excel).

5. Ability to type and produce accurate correspondence in a timely manner.

6. Self-motivated and a willingness to learn.

7. Ability to interact effectively with a wide range of people from a range of different backgrounds.

8. Experience of organising own workload and demonstrating effective time management.

9. Ability to type and produce accurate correspondence in a timely manner as and when required.

10. Ability to travel to other sites within the organisation (when/if required).

**Desirable Criteria**

1. Experience of using HR Informations systems.

2. An interest in the workings of Human Resources Department.

3. Completed or working towards the Certificate in HR Administration/ CIPD Level 3 or equivalent.

4. Experience of working in a charity.

5. Experience producing reports and excel data manipulation.

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**TERMS & CONDITIONS:**

**Grade: 3A**
**Salary Range:** £25,202 - £28,491 per annum (pro rata for part-time)
**Allowances:** London Weighting £2570 per annum (pro rata for part-time)
**Annual Leave:** 26 days, plus bank holidays (pro rata for part-time)
**Hours:** 21 hours per week

This post is exempt from the Rehabilitation of Offenders Act (1974) and does not require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

**Pension:** The table below shows what the base contributions are. You can also choose to give more than the minimum amount should you wish.

| Date effective | Employer minimum contribution | Employee minimum contribution | Total minimum contribution |
|---|---|---|---|
| 6 April 2019 onwards | 3% | 5% | 8% |

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**JOB DESCRIPTION SIGN OFF**

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date: