

EARLY YEARS ALLIANCE  
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

**JOB DESCRIPTION**

**JOB TITLE:** HR PAYROLL ADMINISTRATIVE ASSISTANT  
**BASED:** NATIONAL CENTRE  
**DEPARTMENT:** HUMAN RESOURCES  
**RESPONSIBLE TO:** HR BUSINESS PARTNER  
**RESPONSIBLE FOR:** NONE

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**JOB PURPOSE:** To be responsible for the administration of all Human Resources payroll.

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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:**

1. To input and process payroll information and changes onto the HR database (SAGE) for all business areas paid Nationally, every payroll period. This includes New starters, Leavers, Payroll changes and Sickness.
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.
4. To adhere to the payroll 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.
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 Officer in Finance at the National Centre on payroll matters.
11. To provide general office support as required.
12. To attend in service training as required.

**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. S/he 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.*

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**PERSON SPECIFICATION:**

**Essential Criteria**

1. Excellent numeracy skills.
2. Ability to handle priorities and manage workload while multitasking and conforming swiftly to changes.
3. Self-motivated and a willingness to learn.
4. Ability to interact effectively with a wide range of people from a range of different backgrounds.
5. Excellent interpersonal and communication skills.
6. Experience of organising own work and demonstrating effective time management.
7. Proven computer skills, in Microsoft Office Packages, including Word, Excel, Outlook, SharePoint, OneDrive and Internet. (Intermediate level knowledge will be required in some areas of Excel).
8. Ability to travel to settings within the organisation.
9. Ability to type and produce accurate correspondence in a timely manner if and when required.

## Desirable Criteria

1. Experience of using HR Informations systems.
  2. Experience of working in a charity.
  3. Experience producing reports and excel data manipulation.
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### TERMS & CONDITIONS:

**Grade: 2A**

**Salary Range: £18,543 - £21,201 p.a. (pro-rata)**

**Allowances: £2570 London Weighting (pro-rata)**

**Annual Leave: 26 days, plus bank holidays (pro-rata)**

**Hours: 21 hours per week (3 days a week)**

This post is not exempt from the Rehabilitation of Offenders Act (1974) and does 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. The level of this check is enhanced.

**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: