



Job Description

1. Post Title – Payroll and Pensions Administrator

Responsible to: Director of People
Responsible for: None
Part Time: 15/22.5 hours per week

Background

Since 1980, Prospect Hospice has provided dedicated end-of-life care service for people living in Swindon, Marlborough and north east Wiltshire. We bring care, comfort and confidence, around the clock, every day of the year.

Our aim is to provide excellent, personalised and compassionate care for everyone in our community who is affected by a life-limiting illness. We work in close partnership with other organisations – specifically with local health and social care professionals – as well as local people. Working within our community allows us to lead, provide and influence care so that anyone affected by a life-limiting illness has access to the best possible support when and wherever they need it.

2. Main purpose & scope

Be responsible for payroll processing from start to end to ensure that all staff receive their authorised salaries and payments to agreed timescales, calculating payment/deductions as appropriate and keeping relevant records up to date.

Lead on all aspects of pensions administration, including auto enrolment, monthly data collection, payment of contributions to NHS and Royal London within stipulated time scales and liaising with third parties as appropriate.

3. Key accountabilities and areas of responsibility

Responsibilities will include but will not be restricted to:

- Accurately processing of the monthly timesheets, mileage and expenses claims.
- Accurately and timely processing of the monthly payroll including updating employee data and monthly payment records, importing variable pay-run data onto Payroll Bureau software and then validating monthly payroll totals.



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- Calculate and process final salary payment and any additional payments/deductions for leavers.
- Calculate and process part month payments of new starters or employees changing role mid-month.
- Liaise with Payroll Bureau.
- Develop and maintain payroll and pension procedures.
- Carry out monthly salary gross to net reconciliation and pay component reconciliation for payroll authorisation.
- Check sickness, maternity, paternity leave entitlement and pay in accordance with terms and conditions.
- Deal with ad hoc queries from staff with regard to their pay and deductions
- Produce monthly payroll and pension reconciliations.
- Run NHS and Royal London pension schemes, within scheme rules, including auto enrolment processes.
- Process year-end NHS and Royal London pension returns.
- Maintain thorough records on all payroll and pension matters and respond to auditors' queries.
- Be responsible for the administration of the childcare voucher scheme.
- Run Life cover scheme and liaise with provider, providing quarterly updates.
- Act as first point of contact for all pay and pension related issues with relevant third party organisations.
- Accurately process the annual salary review and produce annual Total Reward Statements for all staff.
- Maintain database and verify professional registration records i.e NMC and GMC
- Maintain DBS database verifying new joiners and ensuring existing staff are covered under DBS best practice guidelines.
- Calculate sickness entitlement pay and maintain records on HR System.
- Produce Staff Badges and Car parking permits.

4. Key Contacts

- Heads of corporate functions and senior managers across the organisation.
- Third party payroll, pension and life cover providers.
- All Prospect employees.



Person Specification

5. Skills, Knowledge & Experience

- Previous experience of dealing with payroll through a payroll bureau.
- Experience of providing information to staff on pensions, NI and tax issues.
- Working knowledge of PAYE, NI and statutory elements (such as SSP and SMP).
- Good numeracy skills and excel experience.
- Good general education: Minimum GCSE Maths and English (A-C)
- Ability to communicate payroll information clearly to employees.
- Understanding of how to handle data of a sensitive and confidential nature.
- Excellent administration, organisational and time management – the ability to plan and prioritise work to ensure key deadlines are met, whilst maintaining a high standard of work and accuracy.
- A working knowledge of Final Salary and Group Personal pension schemes.
- Ability to maintain effective professional relationships with staff and external contacts.
- Well-developed interpersonal and communication skills (written, spoken) with the ability to engage effectively with staff and third party providers in order to provide an effective service.
- Good analytical skills including the ability to understand complex information presented in databases and standard HR systems.
- The ability to work appropriately with highly confidential information and issues.
- Self-motivated and able to deliver to target with minimal direction. Business-like approach with considerable empathy with Prospect's values and goals.

IMPORTANT ADDITIONAL INFORMATION

The line manager will discuss all elements of the job description with the postholder on an annual basis during appraisal, recognising that some elements may be developed.



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