

Job Description

Job Title	Payroll and Pensions Administrator
Department	Human Resources
Hours	22.5 per week
Responsible to	HR Manager
Responsible for	None

About Us

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.

Our Vision, Mission, Strategic Priorities and Values

Our vision is a community where death is no longer a taboo and everyone lives and dies well.

Our mission is that we will work with and through others using our skills and expertise so that people have choice and support at the end of their life.

In order to make these a reality we have developed four strategic priorities which give direction to all that we do. Our values, guiding the work of the hospice focus on six areas. These apply to all who work on behalf of Prospect Hospice, including trustees.

- ✓ Secure the continuity of Prospect Hospice charity for our community for generations to come
- ✓ Take pride in being a great place to work and thrive
- ✓ Deliver bespoke specialist care that supports dignity and choice
- ✓ Use our expertise to educate and influence the delivery of excellence in end of life care



- ★ Authentic
- ★ Specialist
- ★ Person centred
- ★ Inclusive
- ★ Resilient
- ★ Excellent

Our Team

The HR team provides high quality, customer focused and effective HR service that supports the needs of the organisation. This includes generalist HR advice and support to staff and managers at all levels, recruitment, development and implementation of HR policies and procedures, payroll and strategies to change management processes.

Main Purpose & Scope

The Payroll and Pensions Administrator is 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.

They will also lead on all aspects of pensions administration, including auto enrolment, monthly data collection, payment of contributions for two pensions schemes (NHS and Royal London) within stipulated time scales and liaising with third parties as appropriate. In addition, the role will support the HR Manager with the provision of management information and reporting from the HR system as needed.

Key Accountabilities and areas of responsibility

Payroll

- 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 for processing by the payroll bureau and then validating monthly payroll totals.
- 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.
- Accurately process the annual salary review process and provide salary modelling and costings for the Director of People and HR Manager.
- Calculate sickness entitlement pay and maintain records on the HR system.
- Processing of Attachment of earnings through payroll and through finance system
- Maintenance of payments of staff within the Prospect Lottery
- Calculate information for pay review to be approved by the Board for all staff and processed through payroll

Pensions

- 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.
- Manage the Life cover scheme and liaise with provider.
- Act as first point of contact for all pay and pension related issues with relevant third party organisations.

Systems & Reporting

- Manage and keep up to date relevant pay data in the HR system (CIPHR) such as pensions information, shift enhancements and allowances.
- Management of the HR system and HR Self-Service (CIPHR), ensuring total accuracy for data entry and upkeep and reporting using reporting tools. Contribute to a culture of continuous improvement, developing new processes, procedures and practices.
- Collate and report management information as required to enable both the senior management team and the Board to fulfil their responsibilities, utilising current systems and contributing to the development of management information and dashboards.

Administration

- First point of contact for general pay queries and management of the HR Inbox
- Assist with the development, implementation and maintenance of HR systems and processes, replacing manual systems with electronic systems wherever possible, continually improving systems and processes and ensuring accurate data capture and analysis and full compliance with GDPR
- Provide administrative support/cover for the HR Administrator as and when needed. i.e. letters, contracts of employment, recruitment administration.
- Provide general administration for the Director of People and HR team as required.

Key Contacts

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

Equality, Diversity and Inclusion

We are committed to creating a truly equal and inclusive workplace, and we value diversity of thought, ability and individuality. Ours is a learning culture. We know that we can only retain our position at the forefront of excellence in end of life care by learning, reflecting and innovating, and we expect all our people to pursue continuous professional development.

This applies to both service delivery and to our own people practices. You will be willing and able to demonstrate commitment to our equality, diversity and inclusion policy and practices at all times.

Safeguarding

It is the responsibility of the post holder to ensure up-to-date knowledge of and to follow the legislation and guidance regarding Safeguarding Adults and Children as stated in the Hospice Safeguarding Policy. This applies to all staff and all staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

Health and Safety

Under the provisions of the Health and Safety at Work Act 1974, it is the duty of every employee to:

- To take reasonable care of themselves and others at work
- To co-operate with the Prospect as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided, including personal protective equipment, for health and safety or welfare at work.

Infection Prevention and Control

All staff must fully comply with all infection prevention and control policies as relevant to their role. All managers must ensure that staff are aware of and have access to this guidance.

Person Specification

Criteria Category	Requirements	Essential (E) Desirable (D)
Education and Qualifications	Good general education: Minimum GCSE Maths and English (A-C)	E

Criteria Category	Requirements	Essential (E) Desirable (D)
Experience and Knowledge	Previous experience of dealing with payroll either through a payroll bureau or in-house.	E
	Experience of providing information to staff on pensions, NI and tax issues.	E
	Working knowledge of PAYE, NI and statutory elements (such as SSP and SMP).	E
	Understanding of GDPR and how to handle data of a sensitive and confidential nature.	E
	A working knowledge of Final Salary and Group Personal pension schemes.	E
	Experience of data entry and reporting in HR systems	D

Criteria Category	Requirements	Essential (E) Desirable (D)
Skills	Good numeracy and MSExcel skills	E
	Experience of financial systems packages	D
	Ability to manage to tight deadlines and strict targets	E
	Ability to communicate payroll information clearly to employees.	E
	The ability to work appropriately with highly confidential information and issues.	E
	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.	E
	Ability to maintain effective professional relationships with staff and external contacts.	E
	Self-motivated and able to deliver to target with minimal direction.	E
	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.	E
	Good analytical skills including the ability to understand complex information presented in databases and HR systems.	E

Criteria Category	Requirements	Essential (E) Desirable (D)
Personal Qualities	Commitment to and ability to demonstrate Prospect Hospice values and behaviours at all times	E
	Have a track record of working inclusively and a genuine appreciation of the value of diversity	E
	Able to maintain the highest professional standards at all times, and act as a true ambassador for the Hospice and encourage others to do the same	E
	To be authentic, open honest and transparent	E

Scope of Job Description

This job description is a guide to the work you will be required to undertake. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantive changes will be carried out in consultation with the post holder.

This job description does not form part of your Contract of Employment