



Job Description

Job Title:	Payroll & HR Assistant
Your place of work:	Remote/Hybrid Head Office – Tower Bridge London
Hours per week:	35
Salary:	£31,938 p.a

Pilgrims' Friend Society is a registered charity which has been providing Christian care and support to older people for over 200 years. We currently have 14 care homes and nine independent living housing schemes across England and Scotland where older people can live in warm and secure communities and have opportunities to flourish every day.

As well as providing wonderful places for older Christians to live, we also equip the church with resources for ministry with older people.

Our Christian ethos is central to everything we do, and all our senior and Support Office staff are Christian. If you are a Christian and have HR and Payroll Experience, then we'd love to hear from you.

The main purposes of the role

- To support Payroll by completing certain aspects of the monthly payroll process and providing backup cover for monthly processing
- To play your part in delivering the HR team's objective of driving strong team morale across the charity
- To assist the HR team in providing recruitment and administration service in order for the team to achieve their vision of being approachable, available, knowledgeable, and helpful support to our managers and teams
- To identify and attract candidates using appropriate methods to satisfy job requirements

Where you fit into the team

You are responsible to the Senior Payroll Manager

Duties of the Payroll & HR Assistant

Payroll

- Process miscellaneous changes and adjustments in payroll
- Help to maintain salary and payrate charts
- Oversee updating of payroll software with technical support from IT provider
- Ensure global and individual changes to tax codes and NI letters etc are processed
- Oversee recording of Occupational Sick Pay entitlements
- Oversee pension opt-outs and other auto-enrolment and pension compliance
- Process SMP and other parental entitlements
- Check and oversee BACS payments to staff
- Produce turnover data and other reports as required

- Oversee onboarding and offboarding of staff in various payroll and associated online portals and assist staff with queries on payslip portal log-in etc
- Process some aspects of month-end routines
- Process Year-end routines
- Provide annual information as required for auditors
- Process annual pay rate changes, including issuing staff contract addenda and updating payroll with new rates
- Provide backup for monthly payroll processing in case of absence
- Assist in resolving problems or issues with any aspect of payroll processing

General

- Send exit surveys to former staff
- Store completed exit surveys onto SharePoint
- General support of the HR team: minute and notetaking
- Deal with incoming calls and queries from employees and managers, providing support where possible, and/or re-directing to appropriate person
- Proactively develop knowledge and understanding of relevant areas of HR and Social Care sector
- Attend noon prayers on Teams.
- Carry out any other duties reasonably required, that are within your capabilities, to ensure the smooth operation of the Society's business in relation to HR

Person Specification

- Able to manage and organise workload
- At least 1 years' payroll experience, including knowledge of PAYE and related issues
- Experience using SAGE Payroll 50 (desirable) or similar systems
- Computer literate (must be able to use Microsoft Word, Excel and Outlook)
- Strong attention to detail
- Reliable and responsible
- Able to think outside the box
- Good interpersonal skills
- Communicate effectively with colleagues
- Able to work effectively as part of a team
- Able to work without supervision when required and prioritise effectively

Note that this job description may be expanded or adjusted from time to time according to the needs of the department and the competency of the post-holder.