



# Community Sports Trust

Underwood House, 1A Thomas Layton Way, Brentford, TW8 0SB

Email: [enquiries@brentfordfcst.com](mailto:enquiries@brentfordfcst.com)

Charity Number: 1112784

Company Number: 05602833

[brentfordfcst.com](http://brentfordfcst.com)



## Job Description:

**Job Title:** Payroll and HR Advisor (Part-Time)

**Department:** Core

**Reports to:** HRBP

**Working Pattern:** 21 Hours (Flexibility will be considered on how the hours can be split over the week)

**Salary:** £21,000 (pro rata of £35,000 per annum)

## Brentford FC Community Sports Trust

With community work spanning three decades, Brentford FC Community Sports Trust has established itself as a pioneering organisation for the local community. It uses the power of sport to educate, motivate and inspire people from all walks of life.

Working in partnership with Brentford FC, the Trust offers a portfolio of programmes in education, health, sports participation and community engagement. The Trust has won the 'Football League Community Club of the Year' award four times and now employs more than 100 members of staff.

## Inclusion Statement

Brentford FCCST is an organisation which values and is passionate about diversity and inclusivity. Whilst our recruitment decisions are always based on merit and suitability, we welcome and encourage applications from qualified candidates, including those from underrepresented groups – such as those from ethnically diverse backgrounds, women, those from the LGBTQ+ community and those with disabilities.

## Safeguarding Statement

Brentford FCCST is committed to equality, the safeguarding and welfare of all children and adults at risk. This responsibility is shared by all staff and volunteers at the club, safeguarding is everyone's responsibility. Staff will be required to undertake regular safeguarding training to enable and reinforce a proactive approach to safeguarding. This role requires the post holder to apply all relevant policies and uphold the club's commitment to safeguarding vulnerable people to ensure a safe environment for all. This includes the timely reporting of any safeguarding concern to the safeguarding team. We remind those barred from regulated activity that it is an offence to apply for such positions.

## Main Purpose of Job

As Payroll and HR Advisor, you will be responsible for preparing and leading on the monthly payroll processes. You will lead on the benefits administration (including







pensions) and collaborate with our benefits provider to ensure member benefits are processed correctly. The postholder will also assist and on the implementation of a new payroll system. In addition to the payroll duties, you will also be the first point of contact for Trust staff and line managers on HR operational queries and coordinating recruitment campaigns. You will also provide first line HR guidance and contribute to providing an effective and efficient HR service.

## Responsibilities

### Payroll

Responsible for coordinating the monthly payroll data process and administering the Trust employee benefits and pension schemes.

- Prepare and lead on the monthly payroll process (including pension and benefits and coordinate with Finance to ensure accuracy before signoff.
- Work and collaborate with external payroll provider (including assistance and coordination of implementation of new payroll system)
- Analysing and reporting on payroll data
- Developing and refining payroll procedures
- Lead on benefits administration (including pension), working with outsourced benefit providers to ensure staff are enrolled correctly.
- Provide advice on benefits to employees and liaise with benefits brokers

### HR

Act as first point of contact for Trust staff and line managers on HR operational and recruitment matters.

- Provide first line HR guidance and escalate complex issues to the HRBP.
- Coordinate the employee life cycle process including:
  - New starters and onboarding process.
  - Preparation of contracts and other contractual documentation.
  - Pre-employment and DBS verifications.
  - Probation
  - Leaver process and conducting exit interviews.
- Lead on Hibob (HR System) administration, ensuring employee records are accurate and up to date
- Provide HR reports when required.







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- Supporting hiring managers through the recruitment process, ensure consistency and best practice followed, and safeguarding compliance is adhered to.

## Other

- Build effective relationships to achieve the efficient delivery of payroll and human resources services to staff.
- Handle sensitive information with the utmost confidentiality, especially regarding individuals' personal details and concerns.
- Follow established protocols for data protection and privacy.
- Provide support and guidance to staff members in understanding and adhering to safeguarding policies.

## General Trust Accountabilities

- To ensure compliance with all relevant policies, including safeguarding, health and safety and safeguarding policies
- To ensure compliance with the Club's Code of Conduct.
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements
- To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing Brentford FC Community Sports Trust
- To keep confidential any information gained regarding the Trust and its personnel
- To maintain a flexible approach to work at all time

## Key Internal Relationships

- Trust Staff and Line Managers
- Head of Business Services and Finance Department
- Safeguarding Manager

## Key External Relationships

- Benefit Providers







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## Person Specification:

### Essential Criteria

- Good experience of payroll and benefits administration.
- Understanding of tax, payroll and auto enrolment laws
- Experience of working on payroll/HR systems.
- Good experience of advising employees and managers in line with policy and HR best practices
- Excellent communication skills
- Ability to work under pressure and without supervision
- Humble, empathetic and people-focussed approach
- High levels of attention to detail and accuracy and strong numeracy skills
- Ability to work in a team and work independently
- Experience of maintaining and adhering to confidentiality.

### Desirable:

- CIPD Level 5 Qualification or equivalent
- Experience in not-for-profit sector

