

Job Description

Job Title:	Payroll & Pensions Officer
Responsible to:	Financial Controller
Accountable to:	Finance Director
Hours:	25 hours per week, working flexibly to meet the needs of the business

Role Summary:

To process monthly payroll as part of a job-share working effectively in the team maintaining excellent communication with the job share partner and Financial Controller – approx. 275 employee payroll. To calculate sessional payments to GP contractors. To support compliance with the requirements of the NHS Pensions Scheme.

Main Duties and Responsibilities:

Undertake the following tasks in relation to the monthly payroll process with the support of the Finance Team as required.

- Update employee tax code changes as advised by HMRC.
- Update the Sage 50 payroll system for changes in respect of Same Day Care employees. This includes starters, leavers, changes in pay rates, personal details etc.
- Process extra hours claims and variations as advised by the HR team
- Update salaried staff Same Day Care RotaMaster schedules for any changes, prepare import schedule and import pay data into Sage 50 payroll.
- Review, retrieve and reconcile pay data from RotaMaster (RM) and import Same Day Care pay data into Sage 50 Payroll.
- Check and reconcile payroll data and produce associated reports
- Issue payslips to North Hampshire Urgent Care staff and monthly and annual Earnings Reports to self-employed GPs
- Process Same Day Care leavers and distribute any related documentation
- Submit North Hampshire Urgent Care staff FPS and EPS to HMRC
- Process North Hampshire Urgent Care staff Net Payments to Bank
- Reconcile and pay North Hampshire Urgent Care staff PAYE
- Reconcile Government Gateway account for North Hampshire Urgent Care staff
- Maintain Same Day Care dual role records.
- Process monthly payroll journal into Sage 50 Accounts software. Maintain RM to Sage payroll link
- Process payroll year end in Sage 50 Payroll / Government Gateway
- Keep up to date with payroll legislation

- Be the main point of contact, internal and external, for all payroll queries.
- Update Same Day Care Hourly Payrates in line with the annual North Hampshire Urgent Care Pay Award
- Maintain Same Day Care Hourly payrates on RotaMaster
- Communicate Same Day Care payrates to the HR team
- Process Self Employed GP payments including payments for supervision to contractual deadline

Job Share interchangeable roles

- To be able to provide cover of the TalkPlus and Head Office during any absence of your job share partner – specifically their payroll responsibilities below in respect of the TalkPlus and Head Office payroll.
- To periodically rotate monthly payroll responsibilities with your job share partner three times per annum to enable each job share partner to understand each partner's respective role and responsibilities, remain up to date with any developments in each partner's responsibilities and ultimately to be interchangeable in the event of an absence of one partner.
- Update the Sage 50 payroll system for changes in respect of TalkPlus and Head Office employees. This includes starters, leavers, changes in pay rates, personal details etc.
- Process of TalkPlus and Head Office extra hours claims and variations as advised by the HR team
- Update salaried staff of TalkPlus and Head Office schedules for any changes, prepare import schedule and import pay data into Sage 50 payroll.
- Review, retrieve and reconcile pay data for of TalkPlus and Head Office employees and import of TalkPlus and Head Office pay data into Sage 50 Payroll.
- Process TalkPlus and Head Office employees leavers and distribute any related documentation
- Maintain TalkPlus and Head Office dual role records.
- Update TalkPlus and Head Office Salaries and pay in line with the annual North Hampshire Urgent Care Pay Award

Pensions

- Ensure compliance of auto-enrolment and three yearly re-assessment
- Keep up to date with NHS Pensions scheme employer and member compliance
- Re-assess all part-time staff for NHS pension purposes monthly
- Maintain NHS Pension Online (POL) - joiners, leavers and changes
- Manage and resolve NHS Pensions and Employees queries
- Pay and report monthly NHS and Nest contributions
- Pay and report monthly GP Solo pension contributions
- Produce, collect and submit annual GP Solo forms
- Process NHS Pensions SD55 Annual Returns and reconcile North Hampshire Urgent Care data to payroll / Sage 50 Payroll

- Process NHS Pension retirements with support from external consultant as required
- Investigate GP requested pay and pension queries
- Investigate NHS Pensions (PCSE) requested pension queries

Key Skills:

Factors	Description	Essential	Desirable
Qualifications, Education, Training	Good standard of education (Minimum 5 GCSEs at grade 4 or above) or significant equivalent previous proven experience	X	
	Member of CIPP		X
Experience	3+ years working in payroll team or bureau working with monthly payroll input, deadlines, monthly reporting and compliance with HMRC / Pensions Regulator	X	
	Experience running a payroll which includes variable pay data and data import into the payroll system	X	
	Ability to operate both independently and collaboratively in the team – working physically/remotely as required by the company	X	
	Familiar with operating payroll software to generate monthly payroll		X
	Experience working with Sage 50 Payroll software		X
	Experience of NHS Pensions requirements		X
	Ideally experience within a charity, nonprofit or public sector environment		X
	Experience working in a growing company		X
Knowledge, Communication, Inter-personal and Personal Skills	Proficient in using standard office software (e.g., Microsoft Office, email, databases) and role-specific systems or platforms.	X	
	Flexible in approach to the needs of the service and responsive to change	X	
	Understands and supports principles of equality, diversity, and inclusion in the workplace.	X	
	Self-motivated, able to work independently, organising and prioritising own workload to changing and often tight deadlines	X	
	Works effectively as part of a team, supports colleagues, and contributes to shared goals.	X	
	Excellent verbal and written communication skills. Ability to work collaboratively, manage time effectively, and maintain professionalism.	X	

	Ability to build effective working relationships, demonstrate professionalism, and maintain confidentiality. Shows initiative, reliability, and adaptability.	X	
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North Hampshire Urgent Care Behavioural Competencies – Underpinning Our Core Values (Safe, Honest, Open, Effective & Supportive) and The NHUC Way (**Compassionate, Responsive & Adaptable**)

NHUC Core Value	Description	Essential
Safe	<ul style="list-style-type: none"> Encourages open conversations and listens to different opinions. Handles disagreements calmly and respectfully. Treats everyone fairly and avoids harmful or inappropriate behaviour. 	Compassionate √
	<ul style="list-style-type: none"> Spots things that could go wrong and takes action to prevent them. Follows infection control, safeguarding, and health & safety procedures consistently. Adheres to clinical guidelines and organisational policies. Documents what happened clearly and truthfully. Asks for help when unsure and speaks up if something's not right, escalating when appropriate. 	Responsive √
	<ul style="list-style-type: none"> Reflects on practice and takes steps to improve safety. 	Adaptable √
Honest	<ul style="list-style-type: none"> Gives honest feedback in a kind and helpful way. Maintains confidentiality where appropriate, while being truthful. Makes decisions based on fairness and ethical principles. Builds trust by being consistent and reliable. Encourages others to speak up and be honest, even when it's hard. 	Compassionate √
	<ul style="list-style-type: none"> Tells the truth, even when it's uncomfortable. Delivers on commitments Makes fair and ethical choices, even when it's tough. 	Responsive √
Open	<ul style="list-style-type: none"> Avoids secrecy or withholding information that affects others. Listens carefully and respectfully to others' ideas. 	Compassionate √
	<ul style="list-style-type: none"> Explains the reasoning behind decisions and actions. Shares outcomes and lessons learned openly. Takes responsibility for actions and demonstrates accountability. Shares information clearly and keeps others in the loop. 	Responsive √

	<ul style="list-style-type: none"> Helps clear up confusion and encourages understanding. Reflects on feedback and takes action to improve. 	<p style="text-align: right;">Adaptable</p> <p style="text-align: center;">√</p>
Effective	<ul style="list-style-type: none"> Sets clear goals and focuses on what matters most to meet deadlines. Produces high-quality work and meets expectations. Keeps track of progress and adjusts when needed. Handles multiple tasks without dropping the ball. Looks for ways to make things more sustainable and efficient 	<p style="text-align: right;">Responsive</p> <p style="text-align: center;">√</p>
	<ul style="list-style-type: none"> Thinks about how to improve and grow. Suggests and implements improvements to systems or workflows. Embraces change and adapts quickly to new methods. 	<p style="text-align: right;">Adaptable</p> <p style="text-align: center;">√</p>
Supportive	<ul style="list-style-type: none"> Is kind and patient, especially when things are tough, showing compassion. Offers help without being asked. Respects how others feel and sees things from their point of view. Celebrates others' progress and success. Values team input and encourages inclusive participation Is approachable and available when others need help. Creates a safe space for open communication and collaboration. 	<p style="text-align: right;">Compassionate</p> <p style="text-align: center;">√</p>
	<ul style="list-style-type: none"> Shares knowledge and helps others learn. 	<p style="text-align: right;">Responsive</p> <p style="text-align: center;">√</p>
	<ul style="list-style-type: none"> Encourages people to try new things and grow. 	<p style="text-align: right;">Adaptable</p> <p style="text-align: center;">√</p>

Health & Safety

In addition to Main Duties and Responsibilities, every employee has overall responsibility for:

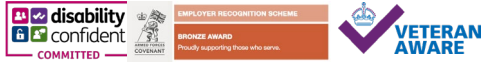
- Taking reasonable care for your own Health and Safety and the Health and Safety of others who may be affected by your actions.
- Ensuring compliance with all relevant Quality standards and procedures on local sites. This includes reporting any deviations from these standards and procedures, completing corrective actions and making recommendations to prevent similar deviations in the future.

Safeguarding

All staff will be fully aware of (to the required level of their role) and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

All staff will also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within NHUC has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are



protected from harm. NHUC ensures that the Children's and Adults Safeguarding policies and procedures are promoted within the organisation and adhered to by all members of staff.