

## ROLE PROFILE

<b>Job Title:</b>	<b>Reports to:</b>	<b>Department:</b>	<b>Team:</b>	<b>Grade:</b>
Payroll & Benefits Advisor	Payroll, Reward & Benefits Manager	People Plus	Payroll, Reward & Benefits	F

<p><b>Job Purpose:</b></p> <p>Assist in the provision of a timely, accurate end to end internal customer focussed payroll and benefits service to Your Housing Group and assist in the development and operation of an accurate workforce-reporting framework to the Group.</p>	<p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Passion</li> <li>• Pride</li> <li>• Creativity</li> <li>• Accountability</li> </ul>
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**Key Responsibilities:**

1. Provide cover for the Payroll, Reward & Benefits Manager.
2. Responsible for the reconciliation of payroll data to finalise the payroll run.
3. Processing of BACS payroll file for all employee's net pay.
4. Responsible for the reconciliation of SHPS (pension) eBusiness on-line. Complete Starter and leaver data for SHPS.
5. Undertake the preparation and input of payroll information onto the Open People system to enable the accurate payment of salary to staff such as court orders, union, student loan deductions.
6. Calculation of Back pay for Starters and pro rate salary for leavers.
7. Liaise with external agencies, companies and individuals to provide and obtain information to resolve payroll related queries relating to Tax, NI and Pensions in a timely manner.
8. Provide manual calculations to net payment to provide BACS, cheque or CHAPS advance payments on salary.
9. Calculate manual payments to achieve net overpayment to provide to HR.
10. Calculate manual SMP (Statutory Maternity Pay) entitlements to ensure system is processing correctly and produce SMP schedule and manually check Pension calculations and understand pension rules.
11. Undertake administrative tasks in support of the payroll service.
12. Receive and respond to queries and requests for information from staff in relation to their pay and benefits ensuring a timely response and customer focussed.
13. Maintenance of all payroll documentation to ensure compliance with internal and external Audits in line with HMRC legislation.
14. Process and action payments to external providers such as simply health/pensions etc. keeping a database of all payroll invoices.
15. Assist in processing/administration of P11D's.
16. Reconcile and administration of BHSF.
17. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of tax, national insurance, SMP (Statutory Maternity Pay) SSP (Statutory Sick Pay), SAP (Statutory Adoption Pay), SPP (statutory Paternity Pay) and pension administration</li> <li>• Understanding of year end procedures</li> <li>• Aware of legislation around mileage and expenses</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Able to provide accurate data reports</li> <li>• Able to process manual calculations and calculate back pay and overpayments</li> <li>• Proficiency in payroll reconciliation</li> <li>• Able to use Excel to intermediate level</li> <li>• Self-motivated and able to meet deadlines accurately when under pressure, paying attention to detail throughout.</li> <li>• Demonstrates operating with a high level of personal integrity.</li> </ul>	

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>Demonstrate excellent payroll knowledge with previous end to end payroll experience</li> </ul>	
<b>Qualifications/Education</b>	<ul style="list-style-type: none"> <li>GCSE Maths and English at grade C and above (or equivalent level of qualification).</li> </ul>	<ul style="list-style-type: none"> <li>CIPP (Chartered Institute of Payroll Professionals) /CIPD Qualified (or equivalent qualification) or working towards.</li> </ul>

<b>People Management Responsibility?</b>	No line management responsibility
<b>Budgetary Responsibility?</b>	No budgetary responsibility
<b>Key Relationships (internal/external)</b>	Colleagues at all levels; HMRC, Pension providers and other 3 <sup>rd</sup> party service providers.

#### **Safeguarding of Children Young people and Vulnerable Adults**

Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.

<b>Key Role Performance Indicators</b>
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| <ol style="list-style-type: none"><li>1. Provide SHPS with all current leaver details by the 10th of the month via Benpal portal</li><li>2. Payslip accuracy average of 97%</li><li>3. Resolve and close 95% of HEAT call queries within 5 working days</li><li>4. BACS sign-off to be submitted three working days in advance of the pay date</li><li>5. Third party payments (not pension) to be submitted for payment within 10 working days following pay date</li><li>6. All HMRC files to be submitted in compliance with statutory guidelines</li></ol> |
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<b>Date Role Profile Created/Updated:</b>
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<b>April 2020</b>
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