

Job Description

JOB TITLE: Apprentice Payroll & Managed Accounts Support Worker

JOB LOCATION: Taunton

RESPONSIBLE TO: Project Manager – Independent Living

Objectives

To complete a Diploma level 2 in Business and Administration.

To assist the Payroll team to administer multiple customer's payroll, efficiently and within relevant time and legal constraints.

To assist the Managed Account processes to ensure timely and accurate service to customers and commissioners.

Main Duties

1. To fulfil your obligations towards the completion of the Diploma level 2 Business and Administration through the apprenticeship scheme. This includes preparing for assessor's visits, being available for assessor visits and attending any examinations required to complete the scheme. College attendance and assessor visits are completed within work time. Course work is completed in the Apprentice's own time.
2. To support the administration of payroll for multiple customer's; producing weekly, four weekly and monthly payroll, distributing appropriate paperwork to customers and managed accounts staff, production and distribution of all month end processes and all year end returns.
3. To assist customers with the calculation, recording and processing of pensions, holiday entitlement, redundancy pay, maternity pay, statutory sick pay and other miscellaneous calculations as required.
4. Regular filing and archiving of all payroll records.
5. To maintain accurate and detailed records on various platforms including excel, customer manage systems, managed accounts systems and SAGE payroll.
6. To assist customers to fulfil their reporting obligations to the HMRC, auto-enrolment pensions, local authorities and the NHS.
7. To commit to learning and maintaining an awareness of current legislation relating to payroll issues.
8. To communicate with customers and provide a polite and efficient service.

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9. To assist Independent Living Advisors and other external supporters to enable them to provide accurate, up to date and effective support to customers.
10. To assist the Managed Accounts processes to ensure that HMRC requirements and NEST payments are fulfilled and customers are set up correctly and the appropriate returns/payments are made.
11. To be fully aware of and able to fulfil your role as detailed in the Fire Evacuation procedure.
12. To maintain a positive and professional image of the organisation at all times.
13. Be aware of and adhere to Compass Disability Services' policies and procedures at all times.
14. To abide by the rules and guidelines as laid down in the Staff Handbook.
15. To remain aware of, and abide by, current legislation, organisation policy and the eight principles relating to Data Protection.
16. To commit to the necessary training and development activities in order to fulfil the role and your potential.
17. Attendance at staff meetings, external events and other meetings as required.
18. Travelling is not an integral part of this role and as such you are not permitted to drive on work related business using your own vehicle unless you are able to comply with the standards laid down in the Use of Private Vehicles for Company Business Policy.
19. Any other duties considered necessary to further the aims of the organisation.

This Job Description is subject to continuous review and therefore the main duties may change on a temporary or permanent basis from time to time.

PERSON SPECIFICATION

The Criteria for the post are:

Must be able to demonstrate an understanding of, and a commitment to, disability equality and equality of opportunity for all people in the community.

A good standard of education with GCSE Maths and English at C or above or equivalent.

A friendly, outgoing and positive personality who is able to present themselves in a professional manner.

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IT literate with accurate input and keyboard skills.

An eye for detail

Reliable and hard working

Good verbal and written communication skills (including using the telephone).

Ability to work under own initiative.

TERMS OF EMPLOYMENT

Apprenticeship for thirteen months from start date or to completion whichever is sooner.

SALARY

£14430 (Scale 6) per annum pro rata (£7.50 per hour).

WORKING HOURS

37 hours per week.

Flexible to meet the needs of the organisation between 8.30am and 5.30pm

Monday to Friday

PROBATIONARY PERIOD

There will be a six month probationary period.

ANNUAL LEAVE

Annual leave is 25 days pro-rata plus statutory and Bank Holidays.

Disclosure and Barring Service (DBS)

The post holder will be engaged in activity that will make them subject to an Adult Workforce Enhanced Disclosure with barred list. Associated costs will be met by Compass Disability Services.

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