

Job Description

JOB TITLE: Payroll Support Worker

JOB LOCATION: Taunton

RESPONSIBLE TO: Coordinators

Objectives

To work proactively to support person focused services to disabled people (and their families) who employ their own care and support staff as part of Compass Independent Living Services.

To administer multiple customer's payroll, efficiently and within relevant time and legal constraints.

To support customers with the proactive management of their funding.

To support the development of payroll and managed account services.

Main Duties

1. To actively contribute to the development of payroll and managed account services.
2. As part of the Independent Living team, to administer timely and accurate payroll for multiple customer's; producing weekly, fortnightly, four weekly and monthly payroll, distributing appropriate documents to customers and managed accounts staff.
3. To provide support to customers by making calculation of pensions, holiday entitlement, redundancy pay, maternity pay, statutory sick pay and other miscellaneous calculations as required.
4. To maintain an awareness of, and apply current legislation as related to the production of payroll.
5. To liaise with Payroll and Managed Account customers providing a polite, efficient and thorough service.
6. To support all our Independent Living functions and other external supporters to enable them to provide accurate, up to date and effective support to customers.
7. Liaise with the HMRC, The Pensions Regulator and NEST Pensions for all customer queries and to ensure that customers are set up correctly and the appropriate returns are made.
8. To support delivery of proactive managed accounts services, making payments, reconciling or dealing with queries where appropriate.

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9. To undertake all necessary checks prior to processing.
10. To ensure that all uploads and downloads are completed and stored in line with procedure.
11. To support the work of the Technical Coordinator to further develop systems and processes.
12. General office administration.
13. To be vigilant to potential safeguarding concerns and respond in accordance with the Safeguarding Vulnerable People Policy and Procedure.
14. To be fully aware of and able to fulfil your role as detailed in the Fire Evacuation procedure.
15. To maintain a positive and professional image of the organisation at all times.
16. Be aware of and adhere to Compass Disability Services' policies and procedures at all times.
17. To abide by the rules and guidelines as laid down in the Staff Handbook.
18. To remain aware of, and abide by, current legislation, organisation policy and the eight principles relating to Data Protection.
19. To commit to the necessary training and development activities in order to fulfil the role and your potential.
20. Attendance at staff meetings, external events and other meetings as required.
21. 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.
22. 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.

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PERSON SPECIFICATION

The Criteria for the post are:

- A proven track record in payroll production.
- A working knowledge of SAGE payroll software is preferred although not essential.
- Experience of data input and interrogating data.
- Previous experience of all MS Office products (particularly Excel).
- Excellent time keeping and reliability.
- Good communication skills.
- Ability to work under own initiative with good organisational and time management skills.
- Excellent levels of accuracy and attention to detail at all times.
- An ability to work in a pressurised environment to strict deadlines and a proactive approach to problem solving.
- An ability to use multiple applications in order to perform tasks.
- Experience of using bespoke software/platforms.

TERMS OF EMPLOYMENT

Permanent contract

Salary

Scale 12, £16835 per annum pro rata. (£8.75 per hour)

Working Hours

16 – 25 hours per week to be agreed/depending on contract.

Between 9am and 5pm Monday to Friday.

School hours can be considered and although not a term time only post we aim to be as flexible as possible around the school holidays.

Probationary Period

There will be a six month probationary period

Annual Leave

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

Travel

The post may involve travel within, and in some cases, outside of South West and the post holder must be able to manage this as and when necessary.

Travel Expenses will be paid at Compass Disability Services rates.

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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