

## **Payroll & Pension Administrative Assistant**

### **Job Description**

**Responsible to: Head of Payroll & Pensions**

### **Main Purpose of the Post**

The Payroll & Pension Administrative Assistant will work within the Payroll Team and provide general administration support, as required by Orchard Hill College & Academy Trust.

### **Main Tasks and Responsibilities**

Providing Administrative assistance in key areas of support including:

Digitisation of all current and historic payroll & pension records.

Assist with the monthly Payroll's including accurate input of all data into the Payroll system (Select Pay) in accordance with statutory and contractual requirements.

Assist with entering variable overtime and expenses payments, processing of accurate input of regular/ad-hoc payroll adjustments by the required payroll deadlines.

Liaise with Senior Payroll Officers in cases where payroll input is incorrect for remedial action to maintain accurate employee records.

Assist with reporting from payroll in line with HR/Payroll and OHC&AT business requirements, producing Payslips, P45's, including statutory year end returns and P60's.

Support the Payroll Team with all additional Payroll and Pension Administration requirements.

As directed, to contribute to the monitoring generic email accounts and to provide support to ensure staff queries are dealt with professionally, accurately and in a timely manner. To forward more complex enquiries to the Head of Payroll & Pensions.

Other ad-hoc Payroll & HR duties as required by the business.

## **Person Specification**

### **Knowledge, Skills and Experience Needed for the Job**

1. Good IT skills, ability to use computerised systems (Microsoft office, including Word, Excel and Outlook)
2. Excellent organisational skills, in order to manage work to meet conflicting deadlines.
3. Proven ability to work effectively either as an individual or in a team and relate effectively with staff on all levels.
4. Good customer service ethos and ability to communicate in a clear and concise manner.
5. Proven ability to quickly learn new information, processes and procedures.
6. Attention to detail, excellent numerical ability and data entry skills.
7. Flexible and adaptable in approach to work, with the ability to multi-task in order to meet strict payroll deadlines.
8. Organised with the ability to prioritise.