

ROLE BRIEF

Department:	Human Resources
Job Title:	Payroll and HR Assistant
Responsible To:	HR Manager
Location:	Crowborough (with cross site working)
Key Duties:	<ul style="list-style-type: none"> • To ensure Horder Healthcare's payroll is processed accurately and on time by developing and following good in house working practices and maintaining relationships with outsource payroll providers • Administrate HR processes for employee lifecycle from starter to leaver and maintain HR and Payroll system • To support the HR Manager through periods of change to the payroll process by embracing moves to enhance and improve efficiencies • To work effectively as a multi skilled member of the HR Team ensuring the Payroll function is processed accurately and in a timely manner. • To ensure accuracy of data extracted from HR system with minimal errors. Work with HR team to ensure all relevant monthly payroll changes occur. • To ensure that all payroll- related information, including increments and deductions, is calculated, recorded and processed accurately and promptly in accordance with the relevant legislation and guidelines. • To respond professionally to queries from staff at all levels, communicating clearly and effectively. • Keep up to date with changes in legislation affecting payroll, as well as HMRC rules and processes. • Assist with timesheet queries on a monthly basis . • Ensuring sick leave is accurately calculated, updating and amending as necessary. • Process starter and leaver P45 administration • Administrating and organising staff's enrolment into the Groups Salary Exchange pension scheme. Gathering, maintaining and forwarding accurate data to our Pension Advisor. • Responsible for collating of the annual report for P11D payments to be provided to the payroll provider • All monthly reports to be completed accurately and in a timely manner liaising with the finance department regarding any discrepancies. • Administer and audit the payroll system and data. • Undertake general office administration duties such as filing, maintenance of financial information and records, and answering the telephone, in order to facilitate the efficient running of the HR department
Key Knowledge, Behaviours, Skills and Experience:	Must Haves <ul style="list-style-type: none"> • At least 2 years' experience of HR and payroll administration • Excellent knowledge of Microsoft office particularly Excel including using vlookups and pivot tables • Familiarity with using payroll software • Good working knowledge of Payroll legislation/calculations and HR initiatives • Experience of providing professional advice to staff in relation to payroll • Supportive team player

	<ul style="list-style-type: none"> • Demonstrates a commitment to delivering a high standard • Resilient with a 'can do' attitude • Ability to stay calm under pressure.
Health and Safety:	<p>The Health Act 2008 Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> • compliance with clinical procedures and protocols, including uniform and dress code • the use of personal protective equipment • safe procedures for using aseptic techniques • safe disposal of sharps. <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
Equal Opportunities	<p>Horder Healthcare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of: gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>
Confidentiality	<p>You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.</p>
Safeguarding	<p>You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.</p>
People Managers (if applicable)	<p>You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.</p>
Review	<p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.</p> <p>Your role may be subject to amendments in the light of the changing needs of</p>

	the business, and will be reviewed periodically , which we'll discuss with you first.
Role Brief Agreement	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p>Colleague name:</p> <p>Colleague signature:</p> <p>Date:</p>