

Job Description

Job Title:	Payroll and Data Assistant
Reporting to:	Payroll and Data Manager
Department:	People and Organisational Development
Direct Reports:	None
Budget:	N/A
JD date reviewed:	January 2025
Job Level:	11
Job Family:	How we operate

Job Purpose

To provide comprehensive administration and support to the People Team in delivering an accurate and timely payroll and benefits service for all Eastlight colleagues. Responsible for assisting in processing monthly payroll and coordinating with outsourced pension and benefit providers and other statutory bodies. Additionally, this role includes general data management including reporting information across systems ensuring it's accurate, up-to-date, and easily accessible for the organisation.

Key Strategic Responsibilities

- Optimising payroll processes for efficiency and accuracy, ensuring compliance with regulations, and leveraging payroll technology to support automation and data accuracy.
- Focusing on managing payroll-related costs, providing data-driven insights for decision-making, and collaborating with HR and finance teams to align payroll with broader organisational strategies, while enhancing the overall employee experience through timely and accurate payroll processing.

Key Functional Responsibilities

- To work collaboratively with People Team colleagues to ensure that our people are paid accurately and on time through the HR/payroll system, including supporting the Payroll Manager in processing the monthly payroll and leading on payroll in their absence.
- Accurately process employee wages, deductions, and benefits.
- Administer employee benefits such as insurance, retirement plans, and voluntary deductions, ensuring correct contributions.
- Verify accuracy of data by regularly performing audits and cross-referencing with other departments.
- Assist the Payroll and Data Manager to prepare and generate regular and ad-hoc Payroll and HR reports, including headcount, turnover, demographic data, and other workforce metrics.
- Compile and send leavers payslips/P45's on a monthly basis

- Process and manage general payroll administration including, but not limited to processing salary sacrifices, Health and Wellbeing grants, Childcare Subsidy, Cycle to Work scheme, Gym memberships, third party spreadsheets, rent deductions and childcare vouchers.
- Complete regular audits on payroll processes and prepare and send relevant payroll letters/ information to employees across the organisation such as sickness pay related letters.
- Maintain detailed records of payroll transactions, employee compensation, and other related data for auditing and reporting purposes.
- Assist the Payroll and Data Manager to address payroll discrepancies, employee inquiries, and resolve payment-related issues.
- Assisting in compiling and reviewing monthly payroll reports and taking appropriate action.
- Ensuring the calculation of all salary deductions are made accurately and that payments to the appropriate authorities are made on a timely basis.
- Working with the Payroll provider to ensure that the pension schemes are administered in accordance with the relevant schemes' specifications.
- Maintenance of Auto Enrolment as per the legislation.
- Assist in the Year-end processing including producing P60s and P11Ds.
- Calculation and processing of the employees' pay through the entire employee lifecycle such as Occupational Sick Pay, SSP, SMP, SPP, on costs and final salary payments for leavers.
- Assist in ensuring the accurate and timely completion of monthly pension returns for the relevant pension funds.
- Dealing with routine pay and pension queries.
- To maintain up to date knowledge of UK payroll and pensions as well as the relevant legislation and best practice.
- To produce accurate data and reports on payroll performance, pay metrics and key performance indicators as required, including reporting on the gender pay gap.
- Provide support across the People Team where required.

Person Specification

Education and qualifications

- GCSE Level C or above in English language and Mathematics (or equivalent)

Experience

- Proven experience of administering a full range of payroll services, including pensions and benefits or similar related experience.
- Proven experience of providing accurate and timely advice to managers and staff.

Knowledge and Skills	<p>Up to date knowledge of:</p> <ul style="list-style-type: none"> • UK PAYE legislation • Payroll best practice • Knowledge of Payroll systems and data bases, including data collation for payroll • Knowledge of all HR operational processes and the interdependencies with payroll and benefits administration <p>Demonstrable skills:</p> <ul style="list-style-type: none"> • Able to build and maintain strong working relationships • Able to maintain confidentiality and act with pragmatism, discretion, and diplomacy • Excellent organisational and administrative skills • Effective communicator • Analytical and able to problem solve • Able to work independently and as part of a team • Excellent attention to detail • Able to multi-task, prioritise and work accurately to deadlines • Competent in the use of Payroll systems/databases • Expert to Intermediate level in Excel and Word
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