



Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by ActionAid from time to time. Staff are expected to be flexible in their work in order to deliver the objectives of the organisation.

Job title	Payroll and HR Assistant
Contract type	Permanent, full-time
Grade/starting salary	2/£21,242-£22,742 per annum
Reporting to	HR Manager
Direct reports	N/A

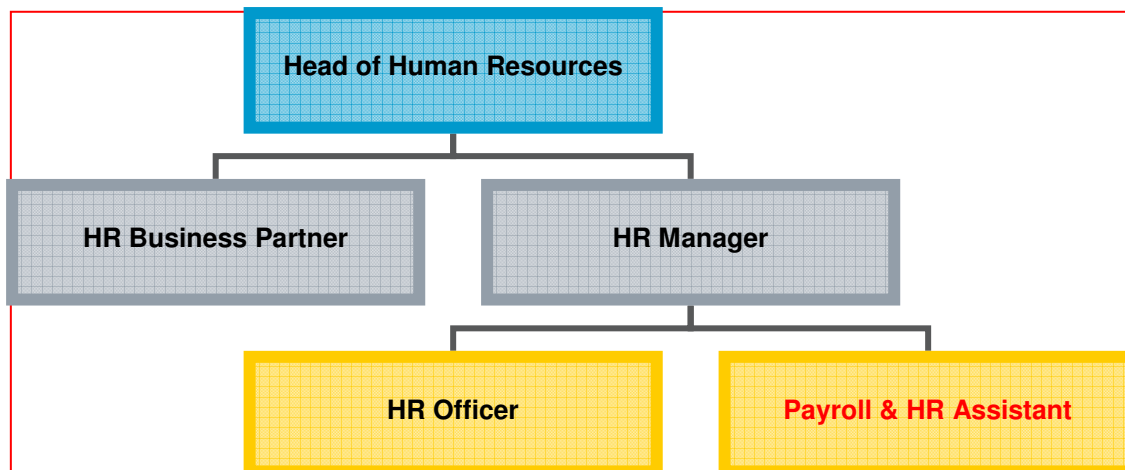
Context

Are you passionate about making a real difference?

As part of the global ActionAid family, we are helping to build a fair and just world where everyone can claim their rights. To achieve this we work with local people in more than 45 countries to fight hunger and disease, seek justice and education for women, hold companies and governments to account and help communities cope with emergencies.

In the UK our role is to raise funds to carry out programme work internationally, to motivate and engage our supporters and the general public and to campaign for change. We are a value driven, forward thinking organisation, focused on achieving long-term change through supporting our partners to make a sustainable difference.

Team Structure



Purpose of the role

Working closely with your colleagues in HR, line managers, and employees, you will be responsible for assisting with the administration of all HR and Payroll processes such as recruitment, new starters, leavers, and payroll. You will also be responsible for answering initial HR and payroll queries from managers and staff and producing all associated letters and other documentation. Specifically:

- The provision of an efficient and effective payroll service ensuring service users are provided with accurate information at all times.
- The provision of efficient and effective HR administration services, ensuring service users are provided with key information on HR policy and procedures, and that recruitment and HR administration are processed efficiently.
- Maintaining and inputting payroll information in a precise and accurate manner.

Key tasks and responsibilities

Payroll administration

- Input monthly payroll data into the Bond payroll system in accordance with statutory and contractual obligations and to pre-defined timescales.
- Process and monitor all staffing changes including starters, secondments, transfers, leavers and other amendments to salaries and employee data in compliance with policy and payroll requirements.
- Input, calculate and record sickness payments, both statutory and occupational.
- Input, calculate and record maternity, paternity and adoption payments both statutory and occupational.
- Process relevant Inland Revenue forms including P45, P46, etc.
- Prepare information to assist in the provision of information to external agencies such as mortgage references, CSA questionnaires, reference requests etc., as required.
- Advise employees and managers on payroll issues as first point of contact for enquiries.
- Comply at all times with the organisation's Financial Regulations and Standing Orders.

Human Resources Administration

- Process new appointments and changes to existing employment contracts using established templates and proformas.
- Provide advice on general HR queries relating to terms and conditions of employment e.g. annual leave; notice periods; pay rates; benefits.
- Respond to routine queries and requests from line managers/employees on employment and recruitment matters.
- Ensure that effective records are kept on criminal records checks, personnel files and other HR documentation.
- Input correctly and ensure data on all employees is effectively maintained by the use of the Empower HR system and other systems.
- Process invoices as required.
- Maintain establishment structure charts and vacancy profiles liaising with line managers, Workforce Information team and Payroll as required to ensure compliance with operational procedures.
- Assist as required with all routine administrative/clerical duties of the section.

Other duties: to undertake additional duties as required, commensurate with the level of the job.

Key working relationships: HR colleagues, managers and ActionAid UK employees, job applicants.,

Person Specification

Last update July 11

Knowledge and Experience	
<i>Essential</i>	<i>Desirable</i>
Experience of working in a payroll section that produced payments for 100 employees or greater	Payroll processing via a Bureau.
IT packages including Microsoft Word, Excel and Internet Explorer	
Computerised payroll systems	
Computerised HR systems	
Statutory Payments and Deductions including SSP, SMP, TAX, NI, etc.	
Working effectively as part of a team and on own initiative	
Maintaining accurate systems and records	
Compiling routine correspondence	
Skills and Abilities	
High level of numeracy and ability to deal accurately with calculations of a complex nature	Minute taking
Ability to convey information accurately, clearly and simply in a manner easily understood	
Ability to pay attention to detail and be accurate	
Ability to organise, schedule and adapt work tasks to meet conflicting deadlines and respond to changing situations	
Ability to extract information accurately, and interpret it	
Ability to work on own initiative and to organise and prioritise own work	
Customer focus – making every effort to meet the needs and exceed expectations of customers	
Effective communication skills (written and verbal)	