




We can handle it.

HR PAYROLL ASSISTANT

Job Role:

Provide support for the HR Manager in all aspects of HR Administration

Provide support to the Payroll Supervisor in all aspects of processing the monthly payroll.

Person Specification:

- High Level of confidentiality and accuracy.
- Good Interpersonal skills
- Good communication skills both written and verbal
- Ability to work to tight deadlines.
- Team Player

Qualifications:

- Qualified by experience, OR, Studying Professional Payroll/HR accreditation
- 5 GCSE Grade C, including Maths and English

Experience Required:

- Minimum of 3 years Sage 50/Snowdrop/KCS payroll experience.
- Knowledge of Sage Payroll, RTI, Auto-enrolment and salary exchange schemes.
- Knowledge of Sage/Snowdrop/KCS HR, HR reporting and HR Administration function.
- Competent user of Microsoft Excel/Word/Access.

Core Activities:

Payroll:

To provide support to and cover for the payroll supervisor in the following tasks:

- Process all new starters and leavers plus changes to existing staff details.
- Answer quickly and efficiently any employee payroll queries.
- Calculation of statutory payments such as maternity, paternity and sickness leave.
- Chase and complete P46 Starter information for Inland Revenue.
- Answer queries from government bodies such as IR, DSS and DWP.

- Check the payroll for accuracy and ensure payment deadlines are met.
- Ensure payment of PAYE, National Insurance and other deductions are made on time.
- Salary sacrifice set up and maintenance of starters/ leavers
- Reconciliation of payroll control accounts.
- Maintaining/update personal data on Sage
- Management/ control of overtime / commission & bonus payments and ensure all changes payments have been properly authorised.
- Manage and control of expenses.

Pensions:

- Process all starters and leavers onto the company's pension schemes.
- Ensure pension spreadsheet totals correspond with data on payroll system.
- Provide accurate pension information to employees when required.
- Ensure payment of pensions are made to strict deadlines.

P11D:

- Assist with collating P11D vehicle, fuel and medical benefits information and process using Sage software.
- Produce reports for the Inland Revenue and accounts, including departmental breakdowns.
- Send all relevant information to the employees concerned and respond to any queries arising.

Sage 50/SnowdropKCS HR

- Process New Starters and Leavers
- Log all Disciplinary and performance management activities
- Log all Absence, including Sickness and produce reports for Line Managers, including daily update of Absence database, logging new absences and evaluating whether paid/unpaid in line with Absence policy
- Log Management training and compile monthly report.
- To manage the collation/updating of employee holidays
- Produce adhoc reports as required

HR Administration:

- Generate New Starter offer packs, and Induction packs
- Audit New starter and Induction packs to ensure all documents are returned and accounted for.
- Administration/Management of Speeding/Parking fines within strict deadlines.
- Managing annual Apprentice Assessment Recruitment Days for all depots.
- Maintain stock levels for New Employee offer and Induction packs
- Maintain personal files for all New Starters/Leavers
- Provide Line Managers with correct paperwork for all recruitment activities
- Maintain Recruitment portals in line with current vacancies, liaise with relevant Line Manager, including circulation of internal vacancies

- Send reminders to Managers when Probationary reviews are due and send out relevant forms, raise probationary review confirmation letters (Successful & extended) as required
- Action reference requests for new employees, share responses with relevant Line Managers
- Respond to all speculative applications and interviewed candidates where appropriate
- Facilitate recording of all WTD and Life Assurance updates for employees
- File all HR documentation in Employee files.
- Action annual driving licence checks with the DVLA, in line with Employee's instructions.
- Archive all Leaver files.

OTHER:

- Perform any other reasonable duties that may be required from time to time within the scope of your knowledge, skills and ability

Please note this list is not exhaustive

If you are interested in the above position, please send your cv to HR@impact-handling.com , we would love to hear from you