



## JOB DESCRIPTION

<b>Post:</b>	<b>PAYROLL ADMINISTRATOR</b>
<b>Responsible to:</b>	<b>PAYROLL MANAGER</b>
<b>Salary:</b>	£19,600 – £ 23,607 per annum Scale 3/4 Point 17 - 24 Full Time, 37 hours per week
<b>Conditions of Service:</b>	Truro and Penwith Conditions of Service
<b>Main Purpose of Job:</b>	<p>To assist with the day to day administration of the College payroll arrangements and other duties as required by the Payroll Manager</p> <p>To ensure that procedures are adhered to on a consistent basis, good working practices are maintained at all times and all processes are carried out within the statutory timescales</p>
<b>Specific Duties:</b>	<p>To support the Payroll Manager in the implementation of all Payroll processes and policies.</p> <p>To process Starters and Leavers and all associated forms.</p> <p>To set up staff annual leave entitlement records.</p> <p>To process and monitor long-term sickness records and payments.</p> <p>To check, amend as appropriate, close and post Claims batches prior to the provisional pay run.</p> <p>To process College Bus Pass and Cycle to Work forms.</p> <p>To cover for the Senior Payroll Administrator on the input and processing of Statutory Parental Leave and respond to queries as required.</p> <p>To support the Senior Payroll Administrator with the input of staff variations as required.</p> <p>To carry out checking of the payroll input following each monthly provisional pay run.</p> <p>To deal with daily queries from staff including</p>



sending copy payslips and end of year documentation.

Filing of payroll documentation.

To support the Head of HR & Employee Services in the implementation of all College personnel policies.

**General Requirements:**

As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises, and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.



### General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



## PERSON SPECIFICATION

### PAYROLL ADMINISTRATION ASSISTANT

Ideally, the person appointed will have the following skills and experience:

- Experience of payroll processing
- Experience of general office practices
- Ability to maintain excellent working relationships at all levels
- Confidence in using Microsoft Office, especially Word and spreadsheets, effectively.
- Working experience of public sector/College environments.
- Ability to meet deadlines
- Excellent attention to detail and organisational skills

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.