**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Payroll Administration Assistant</th>
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<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>Finance</td>
</tr>
<tr>
<td><strong>Grade:</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Accountable to:</strong></td>
<td>Payroll Team Leader</td>
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</tbody>
</table>

**Purpose of the Post**

The post holder is responsible for the efficient and effective operation of part of the College payroll function in accordance with College and statutory requirements. The post holder will work closely with colleagues in Human Resources and liaise with specific external third parties with regard to payroll.

The post holder is expected to have some knowledge of statutory requirements including those relating to payments through the payroll, National Insurance and PAYE. Specific abilities include numeracy and IT skills such as fast, accurate data entry, some relevant experience and knowledge of MS Office applications (or the equivalent) including e-mail, spreadsheets and word processing.

**Key Tasks**

Maintenance of payroll records and the payroll system
- The timely and accurate input of payroll amendments
- Processing of starters and leavers
- The proper maintenance of payroll records
- Undertaking administration duties including the creation of payroll and pension files and filing appropriate paperwork
- Collating and printing of P45’s

Responding to routine staff queries
- Responding to queries from external organisations and from members of staff

**Other Duties**

- Documenting and updating the payroll procedure manual
- Cover for holiday and sickness absence
- Any other duties that may reasonably be required

Any other duties as required by the line manager or Head of Department that are commensurate with the grade.

As the needs of the College change so the above job profile, duties and location of the role within the Faculty of the College will be adjusted accordingly.