**Job title:** Payroll Assistant  
**Department / Unit:** Finance  
**Job type** Permanent - Professional Services  
**Grade:** RHUL 5  
**Accountable to:** Payroll and Pensions Manager  
**Accountable for:** Not applicable

### Purpose of the post

The post holder is responsible for the efficient and effective operation of a part of the College payroll function in accordance with College and statutory requirements. The postholder will work closely with colleagues in the Human Resources office and liaise with the payroll bureau, DWP and HMRC.

The postholder is expected to have detailed 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, relevant experience and knowledge of MS Office applications (or the equivalent) including e-mail, Excel and Word.

The postholder should be able to prioritise the workload to meet deadlines, give attention to detail, and work effectively in a small team, dealing with a wide cross section of College staff.

### Key tasks

**Maintenance of payroll records and the payroll system**  
- The timely and accurate input of payroll amendments  
- The checking of input  
- The calculation of pay adjustments  
- The proper maintenance of payroll records  
- Assisting in the maintenance of the payroll bureau application, including the updating of background parameters, and in developing the use of the system

**Processing of monthly payroll**  
- The running of the pay process, including BACS and costing creation  
- The production of payroll reports  
- Checking of the payroll  
- The timely and accurate reconciliation of payroll balances on the general ledger

**Providing advice and responding to staff queries**  
- The provision of advice to employees on matters relating to pay and to statutory and other deductions  
- Responding to queries from external organisations and from members of staff

### Other duties and expectations
The duties listed above may be varied from time to time as dictated by the changing needs of the College. The post holder will also be expected to undertake additional duties as appropriate and as requested by their manager.

Assisting in the administration of the pension schemes
Cover for holiday and sickness absence
Any other duties as required by the line manager or Head of Department that are commensurate with the grade.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The post holder will be required to work closely with all colleagues within HR, the broader Finance Team and employees of the college at all levels.

The following list is not exhaustive, but the post holder will also be required to liaise with colleagues in other areas, such as:

- HMRC
- DWP
- Zellis (payroll Software Provider)