

**ROYAL HOLLOWAY**  
University of London

**JOB DESCRIPTION**

Department:	FINANCE
Post Title:	Payroll Assistant
Grade:	5
Reports to:	Payroll Team Leader
Responsible to:	none

The main responsibilities of the post are:

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, Benefits Agency 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, spreadsheets and word processing.

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.

The particular responsibilities include the following:

**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**

Assisting in the administration of the pension schemes

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.