



Job Description

Post title: Payroll Assistant

Accountable to: Payroll Manager and Financial Controller

“Our mission is to make a positive difference to people and their families by delivering personalised health and social care that helps them to achieve the things they want out of life”

Role Purpose

To be responsible for processing Danshell’s monthly payrolls, under the guidance of the Payroll Manager and the Financial Controller. To ensure that payment dates are met and that employees are paid correctly and on time, in accordance with contractual and statutory regulations.

Key Tasks

1. Responsible for the accurate and timely processing of all payroll related payments to Danshell’s employees.
2. Ensure all applicable pay related deductions are made. Including tax and national insurance contributions, attachment of earnings and any other authorised deductions as advised, in accordance with any applicable regulations.
3. Ensure all appropriate payroll journals are processed and applicable checks and reconciliations have been completed.
4. Ensure there is clear, accurate and timely resolution of all pay related enquiries from both internal and external stakeholders.
5. In conjunction with the Payroll Manager and other members of the team, to support on payroll and HR related projects and to look at other ways to improve and streamline the payroll process, as well as providing clearer visibility of payroll spend to the business.
6. Support in the management of agency hours, answering queries and providing supporting information as needed on a timely basis.
7. Assist with the month end process, including accruals and collection of unit information, and to provide other monthly reporting and analysis as needed, such as for headcount reporting.
8. Assist with the accurate and timely completion of all payroll year-end and statutory returns.
9. Reconcile and maintain pension scheme payments.

The above list of tasks is not exhaustive and the role holder will be, from time to time and as required, be asked to take on other such suitable tasks to support the deliverables of the finance team.

Person Specification

Post title: Payroll Assistant

Knowledge & Skills	Essential	Desirable
Detailed experience and knowledge of payroll processing	X	
Numerate and literate with ability to communicate effectively verbally and in writing	X	
Excellent working knowledge of Microsoft Excel	X	
Knowledge of PAYE, NI, SSP, SMP, SPP, SAP	X	
Able to effectively prioritise workload	X	
Is able to work independently or as part of a team	X	
Customer focused and is helpful and polite in response to requests for information or help	X	
Understands and effectively uses IT and communication systems required for the role	X	
Enthusiastic and a positive example for others	X	
Sensitive to and respectful of the values, views and needs of others	X	
Full understanding of employee statutory entitlements		X
Good working knowledge of Sage payroll		X
Ability to interpret national and regulatory payroll tax laws and acts		X
Ability to identify and suggest ideas to improve their area of work and willing to make new ways of working a success		X
Has worked across a large multi-site business		X

Qualifications & Accreditations	Essential	Desirable
Payroll or financial qualifications		X