



## **The Richmond Fellowship Scotland**

### **Job Description**

#### **Payroll Assistant**

This job description gives an overview of the post, the key responsibilities and the context within which the post is offered. It is not intended to be an exhaustive statement of terms and conditions of employment within TRFS.

#### **Job Title and Salary**

Job Title	:	Payroll Assistant
Location	:	Head Office, Stepps
Salary	:	£15,587 per annum
Hours	:	35 hours per week
Annual leave	:	37 days per annum
Accountable to	:	Payroll Manager

#### **Values, Commitment and the Job**

The Richmond Fellowship Scotland (TRFS) is committed to providing a high quality payroll service to the organisation. With over 2900 staff the payroll section is critical to the delivery that support and the post of Payroll Assistant is a crucial member of this function.

The Payroll Assistant will assist the Payroll Manager in all duties. Primarily the Payroll Assistant will assist with the running of day to day general administration systems to support the Payroll Manager to deliver a first class payroll service to TRFS.

#### **Key Responsibilities**

The Payroll Assistant will be responsible for:-

- Assisting to input accurate information onto the Payroll system including: Monthly Staff Returns; Expenses; P6, P45, P46; Student Loans
- The preparation and distribution of payslips including the printing, separation and sending to home addresses
- Ensure MSAFs are received every month for all services
- Maintain list of when MSAFs are received
- Perform filing for the area for which Payroll is responsible
- Process Earning Arrestment's, Maternity and Paternity and Childcare Vouchers Scheme.
- Deal with enquiries from: HMRC, Department of Work and Pensions, Employees' Mortgage Lenders, Banks etc.



- As required, cover the duties of the Payroll Administrator in their absence
- Assisting the Payroll Administrator and Payroll Manager with Key Performance Indicators i.e. production of statistics and submission to Quality Section.
- Open, check and distribute incoming Payroll mail
- Promote TRFS in a positive way and ensure good communications in TRFS and within the Payroll team.
- Undertake projects and other work as directed by the Payroll Manager

This job description is not intended to be exhaustive, and the post holder will be expected to demonstrate flexibility in undertaking additional duties as allocated. No major changes will be made to this job description without consultation with the post holder.

Dependent upon organisational needs, you may be required to work at other locations. Should this requirement arise, this will be discussed with you in accordance with the organisation's Internal Employees Secondment and Transfer Policy, a copy of which is available on the Intranet.



### COMPETENCY AND PERSON SPECIFICATION FRAMEWORK PAYROLL ASSISTANT

Attributes	Essential	Desirable
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good communication skills (written, oral and non-verbal)</li> <li>• Enthusiasm</li> <li>• Motivation</li> <li>• Adaptable</li> <li>• Desire to work as part of a team in a busy office setting</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Standard grades in English and Maths as a minimum</li> </ul>	Highers/HNC
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous Payroll experience</li> </ul>	
<b>Skills and Abilities applicable to the post</b>	<ul style="list-style-type: none"> <li>• Good planning, time management and organisational skills</li> <li>• Computer literacy, with a good knowledge of Word and Excel</li> <li>• Ability to work under pressure and achieve time deadlines</li> <li>• Accuracy and attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Good working knowledge of inputting to databases, running reports, mail merge etc</li> </ul>
<b>Values</b>	<ul style="list-style-type: none"> <li>• A sound value base in respect of the rights of people with a disability</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with charities / third sector organisations</li> </ul>

I understand and agree to work to the terms as indicated on this job description.	
Name (Print) .....	Dated .....
Signature .....	

**Please return one copy of your signed acceptance of the Payroll Assistant Job Description for your employee file**