UHI | MORAY MOIREIBH

JOB DESCRIPTION

Job Title: Payroll Assistant	**Grading:** 10-13

Section: Finance	**Reference:**

Job Objectives:

1. To undertake accurate calculations and ensure accurate system calculations of salary and associated data for all employees

2. To assist the Payroll Manager

3. To provide a quality service with a strong customer care focus to all staff

4. To maintain confidentiality of records and information

5. To undertake such other reasonable duties appropriate to the post that may be delegated from time to time by the Line Manager.

Reporting to: Payroll Manager

Reporting to the position:

Interface with: All College Sections, Statutory Bodies, & Outside Agencies

Approved by:	**Date:**

Signature of Post Holder:	**Date:**

Duties and Responsibilities:

1. **To undertake accurate calculations and ensure accurate system calculations of salary and associated data for all employees**

a. Effect monthly payments to employees accurately and timely by input into the payroll system
b. Check authorisation for all timesheets, additional payments, and all other payroll adjustments.
c. To undertake filing, recording and audit activities for examination and review by internal and external audit and other authorities.
d. To liaise with the Human Resources Office to ensure that all matters relating to joiners, leavers, absenteeism, and other changes are input into the payroll system
e. To ensure the accurate system calculation and authorisation of statutory and non-statutory deductions from gross pay
f. To be responsible for the maintenance of records relating to Income Tax, National Insurance, Superannuation, Statutory Sick Pay and Statutory Maternity Pay etc, and their reconciliation to payroll
g. Issue monthly salary payslips timeously by post where relevant
h. To discuss, investigate, and resolve payroll issues with employees and external organisations
i. To ensure that all pension administration is completed in a timely manner
j. To assist with all statutory returns and forms to enable them to be completed timeously, including year end returns
k. To ensure that correct cost allocations are maintained and entered the payroll system
l. To update and maintain master files for all employees particularly in areas of gross pay and changes to tax coding
m. To undertake monitoring, reporting, calculations and data input in support of online leave/absence requests and procedures pertaining to these.

2. To assist the Payroll Manager

a. To liaise with the Payroll Manager to ensure the timely payment of salaries and statutory deductions from payroll
b. Develop and maintain reports from all available Payroll systems in response to specific requirements from Payroll Manager
c. To calculate and report on absence monthly and as required.
d. Create, run, and distribute regular reports to management after performing correctness & validity checks.
e. Perform additional appropriate duties as requested, including extraction of data from systems, and performing calculations in support of Payroll Manager

3. To provide a quality service with a strong customer focus to all staff.

a. To provide a quality service with a strong customer care focus to staff and external organisations
b. To always provide an efficient and courteous service to staff
c. To deal with routine enquiries for information in a timely manner
d. To execute appropriate resulting action in a timely manner, considering implications.

4 To maintain confidentiality of records and information

a. Maintain confidentiality of all personal, payroll and HR information by efficient and effective record keeping and robust office administration procedures, and in accordance with GDPR requirements.

b. To maintain appropriate professional standards, including confidentiality.
c. To undertake all duties in accordance with the College Health and Safety Policy.
d. To undertake all duties in accordance with the equality and diversity arrangements

5. **To undertake such other reasonable duties appropriate to the post that may be delegated from time to time by the Line Manager.**