



# Beams

Supporting disabled children & families

<b>Job Title:</b>	<b>Payroll Officer</b>
<b>Reporting to:</b>	<b>Commercial Delivery Manager</b>
<b>We Are Beams Grade:</b>	<b>Band C</b>
<b>Location:</b>	<b>Allsworth Court</b>
<b>Working Hours:</b>	<b>37 hours</b>

## Job Purpose

To assist with the running of a busy Payroll service and ensure an accurate and high quality service to our customers, who are predominantly families of disabled children and adult recipients of direct payments/personal budgets.

## Main Responsibilities and Duties:

- Assist with competently and efficiently running the payroll functions from start to finish.
- Ensure timesheets/data are received and processed in time to complete payrolls to agreed deadlines.
- Making payments and keeping accurate payroll records.
- Assist with setting up and ensuring all records are completed and fully maintained.
- Dealing with all incoming enquiries to the Payroll Service either by phone or by email and ensuring that all enquiries are dealt with efficiently and in a timely manner.
- Develop and maintain an effective working relationship with payroll customers and other agencies.
- Manage returns including year end.
- Ensure best service levels are delivered at all times and look for ways of improving and increasing service delivery.
- Liaise, as required with direct payment support workers to support service users accessing the payroll service.
- Ensure information is stored in a secure way and confidential manner.
- Maintain payroll guidelines policies and procedures.

## Other Responsibilities:

- Attend external meetings and functions to represent the Charity where required.
- Any other reasonable tasks as and when required.



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## Person Specification - Payroll Officer

The following outlines the Essential criteria for this post. Applicants who have a disability and who meet the Essential criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	Criteria
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Payroll Qualification (desirable)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Accuracy under pressure, competent with figures whilst running high volumes of payrolls</li><li>• Evidence of using Microsoft packages in the work place</li><li>• Reporting relevant information at all levels</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Good, confident, communication skills. Must be able to give and receive information, which may occasionally be sensitive and complex to our service users and work colleagues</li><li>• Comprehensive understanding of Microsoft packages (Word, Excel, Outlook)</li><li>• Ability to manage workload and prioritise tasks</li><li>• Ability to maintain comprehensive and accurate records</li><li>• Good numeracy and literacy skills and attention to detail</li><li>• Ability to work both unsupervised and as part of a team</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Some knowledge of Payroll and statutory requirements, including SSP, SMP and holiday entitlements is desirable but not essential</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Enthusiasm and passion for the job role</li><li>• Empathy and the ability to go above and beyond for our customers, the majority of whom are families of disabled children</li><li>• Able to work under pressure and meet challenging deadlines</li><li>• Able to work flexibly to cover busy periods and to support colleagues as required</li><li>• Process driven</li><li>• A willingness to learn and develop</li><li>• Personal commitment to equal opportunities</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• Must be able to fulfil the requirements of an Enhanced DBS check</li></ul>