

Payroll Officer

Candidate information pack

Together we make it possible



We are Affinity Trust.

Affinity Trust is a social care provider and charitable organisation working in England and Scotland. With more than 30 years of experience, we specialise our support to people living with learning disabilities, autism, and other assessed needs.

Since we were established in 1991, we have been steadily growing and expanding our services to ensure that more people can live an active and fulfilling life.

Our organisation is a registered provider with the **Care Quality Commission** in England and the **Care Inspectorate** in Scotland.

We are a registered charity in **England and Wales** and in **Scotland** and operate as a company limited by guarantee registered under the Companies Act of 1985.

Our approach

At Affinity Trust, we are all about possibilities.

The people we work with have goals to achieve and milestones to reach.

We plan, communicate, and deliver with and alongside people, not for or in place of them.

By challenging harmful assumptions and championing positive change, we empower people to live the life they choose.

We build meaningful relationships and make connections in our communities. We are bold, passionate, and creative in exploring different ways of doing things.

At Affinity Trust, it is possible to live your life, your way.

It is possible to feel ambitious and supported. Courageous and reassured. Independent and encouraged.

It's not one or the other.

Together we make it possible.



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Purpose

Our purpose is supporting people to live their lives, their way.

Our values



People are at the heart of everything we do.

We listen, we learn, we build on strengths



We give our best.

What we do matters. Good days and bad. We take responsibility.



We work together.

We are one team and value people's strengths and differences. We are open and trusting with each other.



We have courage.

We try new things. We are creative and adaptable.

Payroll Officer

Job description

Reports to: Head of Payroll

Job Purpose

Working as part of the Payroll Team, you will be responsible for delivering an accurate, efficient and timely payroll service to staff in the divisions, other departments and external customers. You will help to ensure that all employees are paid in line with contractual terms and statutory requirements.

Key Responsibilities

- Manage and prioritise workloads to ensure all strict deadlines are adhered to
- Accurately key data onto the payroll system and to perform relevant checks to ensure data integrity on employees records.
- Providing administrative assistance as part of the Payroll Team; dealing with employee e-mails and queries, directing messages where appropriate. Completing written correspondence as required.
- Deliver effective customer service to colleagues. Provide advice and guidance to employees and Managers on Payroll processes
- To comply with the Data Protection Act and ensure the confidentiality of all personal Information is always maintained.
- Work closely with the HR team and other departments to ensure efficient accuracy of employee records and pay.
- You will apply a mindset of continuous improvement, proactively seeking ways to enhance and streamline processes, reduce errors and improve efficiency.
- To undertake any other duties commensurate to the job level as requested by either Deputy Payroll Manager or Head of Payroll.
- To liaise with HMRC and other government bodies
- To provide accurate information in a timely manner when requested

Person Specification

Factor	Essential	Desirable
Skills, Competency & Values	<ul style="list-style-type: none"> • Accuracy and strong attention to detail is paramount • Enquiring mind, ability to spot errors • Reasonable standard of numeracy • Be organised and have the ability to work to strict deadlines • Confident communicator and enjoy working in a busy team environment • Ability to maintain confidentiality 	<ul style="list-style-type: none"> • Enthusiasm to learn
Education and Qualifications	<ul style="list-style-type: none"> • Minimum GCSE English and Maths or equivalent 	
Knowledge	<ul style="list-style-type: none"> • Good understanding of MS Office - skills in Outlook, Word, Excel, and Teams 	<ul style="list-style-type: none"> • Knowledge of iTrent payroll system
Experience	<ul style="list-style-type: none"> • At least two years Payroll Administrator experience 	<ul style="list-style-type: none"> • Understanding of all statutory payments • End to end processing is desirable
Other Specific Requirements	<ul style="list-style-type: none"> • Ability to prioritise competing demands • Ability to demonstrate constructive working with colleagues • Desire to remain up-to-date on payroll changes/regulations • Ability to inspire confidence from colleagues 	<ul style="list-style-type: none"> • Making manual calculations

Next steps

Are you ready to join us?

Salary and Benefits

The salary for this role is £32,000 pro rata, and we are offering it on a part-time, fixed contract basis. Our expectation is a minimum of 30 hours over 5 days. The fixed term contract duration will be for a minimum of 9 months.

31 days annual leave pro-rata (including bank holidays), which we increase the longer you are with us.

- **Hybrid working** - We recognise that offering our employees the flexibility to work two days in the office and three days from home not only enhances productivity and sparks creativity but also cultivates stronger collaboration through a blend of in-person and remote interactions.
- **Wagestream** – an app that gives you access to a percentage of your pay as you earn it, access to coaching, vouchers, discounts, cashback and more.
- **Blue light card** – we will reimburse your Blue Light Card membership which provides discounts in your favourite shops and restaurants.
- **Simply Health** - Fully funded health cash plans giving you access to a 24-hour GP, money back on prescriptions, dental treatment, opticians and access to many more health benefits.
- **Vivup** – spread the cost of home and electronics items, or a bike to cycle to work through fixed salary reductions throughout the year.
- **Buy and sell annual leave** – transfer windows open twice a year.
- **Pension and Life Assurance** - you'll be enrolled into our Scottish Widows pension scheme and Life Assurance scheme.

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