



# Payroll and Accounts Assistant Job Description

<b>Salary:</b>	£25,000 (pro-rata)
<b>Department:</b>	Payroll and Accounts
<b>Line Managed by:</b>	Payroll and Accounts Manager
<b>Working Hours:</b>	14 hours per week (0.4 Full Time Equivalent)
<b>Holidays:</b>	28 days plus Bank Holidays (pro rata for part time staff)

## Role Purpose

Possability People is a pan-impairment disability charity based in Brighton. We work with people with a number of health conditions, including mental health, as well as older people.

Our Payroll and Supported Bank Account (SBA) services are vital to disabled people who manage their own care and support. They alleviate the administrative burden of running a payroll service for PAs, such as generating payslips and reporting to HMRC. The service can also provide a secure, separate bank account for clients so that care and support payments can be easily managed.

You will complete day-to-day payroll and supported accounts activities for a variety of service users. This will include; processing payments, processing weekly, 4-weekly and monthly payrolls, starters and leavers, pensions letters and contributions, statutory payments e.g. SSP, SMP, SPP, deductions from earnings e.g. DEA, AEO, complete annual reporting and tasks.

## **Responsibilities**

- a) The post-holder has a responsibility to safeguard and promote the welfare and protection of children and adults with whom they have contact or for whom they are responsible.

### **General**

- b) Provide general clerical and administrative support, including dealing with day-to-day correspondence, photocopying, answering the telephone, making telephone calls and arranging meetings.
- c) Maintain a professional self-motivated, determined and flexible approach at all times.
- d) Ensure accurate records are kept and maintained through using the organisation's database and case management systems.
- e) Produce reports and statistics as required and in line with contractual requirements.
- f) Ensure that Possability Peoples policies and procedures are adhered to, particularly those relating Equal Opportunities, Confidentiality and Health and Safety.
- g) Assist in the induction and ongoing support of Volunteers in line with the investing in Volunteers Code of Practice.
- h) Attend and contribute to 6 weekly supervision sessions.
- i) Attend, report and contribute Team meetings, Members' meetings and Possability Peoples Planning Days and all other internal meetings and training events as necessary.

### **Supporting service users**

- j) Provide an efficient customer service to all users whether that be over the telephone, email or people dropping in for advice in a professional and timely manner.
- k) Assist service users with setting up payroll or SBA service.
- l) Assist service users with employer registration through the HM Revenue and Customs (HMRC) website and dealing with any tax and national insurance enquiries
- m) Process service users' payroll and invoices, accurately and efficiently ensuring the service user is at the heart of decision making at all times.
- n) Assist service users with the calculation quarterly and end of year returns for NI and Tax purposes.
- o) In liaison with the team, respond and advise service users on all matters in relation their payroll or supported accounts.
- p) Liaise with Assessment Officers and relevant council teams in relation to Direct Payment users, as directed and supported by line manager.

## **Commitment to Learning and Development**

- q) Keep up to date with job knowledge and skills. Maintain and develop own knowledge of relevant aspects of legislation and policy of Payroll and Direct Payments.

## **Other**

- r) Perform other tasks when requested which are not detailed above but are essential in the smooth running of the services, as directed by line manager.

## **Respecting diversity**

- s) Treat everyone – colleagues, clients, and visitors – with respect and dignity.
- t) Respect others' differences and being sensitive to everyone's needs.
- u) Develop and appropriately maintain professional boundaries with clients and colleagues

## **Job Review**

This is a summary description of the role, as it is constituted at present. The above does not represent an exhaustive list of the duties and responsibilities of the role. It will be the practice of Possability People to examine periodically employee's job descriptions to ensure that they accurately reflect the job being performed and/ or that proposed developments are incorporated, as part of the process of personal objective setting.

It is the Trustees aim to reach an agreement on reasonable changes but if such agreement is not possible, Possability People reserves the right to insist on changes after appropriate consultation with the post holder.

## **Context**

This role is located at our Head Office in Kemp Town, Brighton. There are opportunities for flexible and home working.

Unsociable hours may be required, e.g. attending events and out of hours meetings.

This role has 0 direct reports. You will at times give general support to volunteers. As a user led organisation, any applicant of Possability People must be able to demonstrate that they prioritise the needs of service users and demonstrate an empathetic, confidential and understanding approach at all times.

# PERSON SPECIFICATION

## Qualifications

1. A formal Payroll Qualification such as CIPP certification.

## Essential Experience and Qualities

2. Lived experience, or an in depth understanding of, the barriers disabled people face and an enabling approach to overcoming them.
3. A commitment and willingness to provide quality services and support for disabled people and a commitment to the social model of disability.
4. Clear understanding of Equal Opportunities policy and practice and a commitment to implementation

## Payroll Experience

5. Minimum 2 years' experience in payroll processing, either in a payroll managed service or in-house setting.
6. Proficiency in end-to-end payroll processing using payroll software.
7. Ability to perform manual pay calculations, including tax, National Insurance, pension, and statutory payments (e.g., SSP, SMP, SPP).

## Personal skills

8. Capable of working independently and as part of a team, with strong prioritisation and task management abilities to meet deadlines.
9. Consistently punctual and reliable in completing tasks on time.
10. High level of accuracy and attention to detail.
11. Strong IT skills, particularly with Microsoft Office products.
12. Excellent verbal and written communication skills.
13. Excellent customer service skills.
14. An enthusiastic and positive approach to tasks and setbacks, quickly adapting to changing needs and delivering on competing priorities.
15. Comfortable working in a high-volume, fast-paced payroll and accounts environment.

## Desirable Experience and Qualities

16. Knowledge or experience of QTAC or similar payroll software
17. Knowledge of Direct Payments.

## Notes

All appointments are subject to a six month probationary period.

All appointments are subject to satisfactory references being received and verified

All appointments are subject to confirmation of identity

All other terms and conditions are fully described in the contract of employment.

All posts within Possability People have the opportunity of an annual review/evaluation.

Signature of post holder: .....

....../....../....Date