

Ruils

Job Description



working together for independent living

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| Job Title: | Payroll Administrator |
| Responsible to: | Operations Manager |
| Salary: | £19 500 – £22 000 per annum pro rata (depending on experience) |
| Pension: | Employer contribution |
| Hours: | Part time 14 hours per week (flexible working could be 2 days per week 9-5 or mornings or school hours) |
| Based: | The DAAC, 4 Waldegrave Road Teddington TW11 8HT |

Introduction

Ruils is a charity that supports children and adults with disabilities, learning disabilities and long term health and mental conditions to live independently, be part of their community and to live life to the full. We provide information, advice, advocacy, practical support, befriending and accessible activities to our clients and their families. We enable individuals to have choice and control over the way in which they get their support.

We have a Sitting & Befriending service where we employ 30 casual workers who provide respite to parents and befriending to young people with additional needs. We also provide support to clients who employ their own care staff. Our payroll service works with them to ensure that they pay their staff and the Inland Revenue the correct amount each month.

Purpose of Post

To administer the monthly payroll for Ruils' casual staff under the Sitting & Befriending Service. To work with individual clients to manage and monitor their personal budget, and administer payroll for their employed staff.

Key Duties and Responsibilities

Sitting & Befriending Payroll:

Your duties include:

1. Liaising with families to ensure that sitters/befrienders' timesheets are received in a timely manner.
2. Maintaining monthly spreadsheets of hours worked by sitters/befrienders.
3. Inputting the sitters/befrienders' hours into the payroll software, generating and sending out payslips.
4. Setting up the online payments to sitters/befrienders for the CEO's approval.
5. Invoicing parents for hours used.
6. Reconciling parent payments with invoices and chasing any outstanding payments.
7. Providing the Finance Officer with information for invoicing local authorities.
8. Inputting information on to Charity Log (our database) and answering queries relating to the service.

Individual Payroll:

Your duties include:

Supporting clients to access the Payroll Service by answering their queries, and helping them to complete the payroll registration forms.

1. Registering new employers on to the Ruils' payroll service.
2. Registering new employers with HMRC.
3. Processing the monthly payroll for employers using the Payroll Service, this includes:
 - Chasing up timesheets
 - Entering hours worked on to the payroll system
 - Generating payslips

- Submitting information to HMRC
 - Informing employers of the amount they need to pay their employees and HMRC
 - Entering any new starters and leavers on to the system
 - Administering holiday or sick pay
4. Dealing with any payroll enquires from existing payroll users.
 5. Liaising with HMRC on behalf of the employer.
 6. Completing End of Tax Year submissions.
 7. Working with employers to help them to understand their responsibilities in respect of pensions for their PAs and acting on their behalf to liaise with the Pensions Regulator and pension providers to set up pensions and manage ongoing payments.
 8. Providing a managed account service which includes making payments on behalf of clients and monitoring spend.
 9. Working with individuals to assist them in monitoring their budgets and reporting quarterly to the funding organisation.

General

The post-holder is expected to work in line with the Ruils' policies and procedures including health and safety, confidentiality, safeguarding adults and children, and equal opportunities and diversity. In carrying out their duties the post-holder should endeavour to maximise the opportunity for disabled individuals to be independent and to create opportunities that enable them to reach their full potential.

It is necessary for all employees to be flexible, and all employees may be required from time to time to perform other duties that may be required by the employer to provide effective services to individuals and to ensure the efficient running of the organisation.

The post-holder will:

- Promote the work of Ruils;
- Be self-servicing and maintain efficient files and records and record on the Ruils database;
- Attend monthly staff meetings;
- Attend personal supervision and appraisal meetings;
- Attend and contribute to Ruils Planning Days and events as and when required;
- Undertake any training necessary to improve performance;
- Comply with all relevant legislation.
- As part of the office team, assist in the general running of the office by answering the phone, passing messages efficiently etc.

Person Specification – Payroll Administrator

| | <i>Tested through Application Form</i> | <i>Tested at Interview</i> |
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| Education, Vocational Training & Qualifications | A good standard of education is desirable but we are happy to consider all candidates with a strong background in payroll | |
| Experience | <ol style="list-style-type: none"> 1. Experience of administering payroll for a number of individuals. 2. Experience of working with figures and providing financial information. | <p>Excellent IT skills</p> <p>Experience of payroll systems and how they work</p> |
| Knowledge & Understanding | <ol style="list-style-type: none"> 3. Understanding of the Social Model of Disability & how it can be applied in an everyday situation. | Knowledge of Direct Payments and Personal Health Budgets |
| Skills & Abilities | <ol style="list-style-type: none"> 4. Excellent administrative Skills 5. Attention to detail. 6. Ability to work under pressure, in stressful situations and to tight deadlines. 7. Ability to multi-task. | <p>Ability to work on own initiative and with minimum day to day supervision.</p> <p>Excellent communication and inter-personal skills</p> <p>Good personal planning and organisational skills</p> |