

Dear Applicant,

## Post: Payroll Administrator

Thank you very much for your enquiry regarding the advertised post.

Ruils is a user-led organisation that supports individuals (irrespective of age, disability, impairment, health, or capacity) to live independently at home and in their community.

Our payroll service has two functions. First it works with our Sitting & Befriending service where we employ 30 casual workers who provide respite to parents and befriending to young people with additional needs. We run a monthly payroll which ensures that our sitters/befrienders are paid for work undertaken and we raise invoices for parents utilizing the services. Second, it provides 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.

This service is growing and we are looking for someone who is keen to support that growth. Our aim is to provide a high quality service that is person-centered, efficient and responsive.

We encourage applicants from a wide range of career backgrounds and those with a disability to apply. Please find enclosed:

- ◆ Application Form
- ◆ Job Description & Person Specification
- ◆ Equal Opportunities form

Please note that “**Section 8 Supporting Information**” of the application form is your opportunity to show us how you meet the essential criteria for the role as it is written in the Person Specification. We will be evaluating your response and using this to short-list potential candidates. Please note that we are only evaluating your response to points 1-7. Please do not respond to the other points in your application as they will not be evaluated. Numbering your response in line with the specification will make it easier for us to read.

The closing date for receiving applications is **2pm on 24<sup>th</sup> October 2017** and we are planning to hold the interviews on **Tuesday 31<sup>st</sup> October**. Please indicate when returning your application form if you are not available during this period. Unfortunately we are unable to reply to all applicants, if you do not hear from us by 27<sup>th</sup> of October please assume your application has not been short-listed on this occasion.

Ruils is committed to ensuring equal opportunities in employment and service provision and to making adjustments wherever practicable to ensure that the most suitable candidate for a post is appointed. We will guarantee an interview to all disabled applicants who meet the essential criteria for the post. Please state in a cover letter if you wish us to consider you for this guaranteed interview scheme. Please do let us know if there are any adjustments that you will require at interview.

I look forward to receiving your completed application.

Yours sincerely



**Cathy Maker - Chief executive**



## Ruils

**October 2017**

Please read the enclosed guidance before completing this application.

### **GUIDANCE ON COMPLETING APPLICATION FORM**

#### **General Guidance**

We aim to make the application process fair and as straight-forward for applicants as possible; these guidance notes are intended to assist in this.

We would far prefer word processed/ typed forms. If this is not possible then please complete in black ink and ensure that your writing is clear. You may request a copy of this form by email to: [info@ruils.co.uk](mailto:info@ruils.co.uk) or you can download it from our website [www.ruils.co.uk](http://www.ruils.co.uk). As email is occasionally unreliable, please do contact us by phone if you need to.

You are welcome to word-process the form, but please do keep to the order of questions on the form and do include and answer all questions.

**Please** complete all sections of this application form and return to us.

Please ensure your name is written clearly on any continuation sheets.

#### **Availability for interview**

Details of the proposed interview date are provided in the application pack. If you are absolutely unable to attend on the date shown please state this clearly (preferably in a cover note/ letter to your application).

#### **Your application will be judged in relation to the person specification for the job.**

Applicants are strongly encouraged to ensure that they address the requirements of the Person Specification directly. Referring directly to the numbers used in the person specification where appropriate will help in the assessment of your application. Please note that for this role we will be evaluating your responses to Column1: Points 1 through 7 please do not respond to the other criteria as this will not be evaluated.

Please do:

- Make sure that your application demonstrates that you meet the essential requirements of the Person Specification, by providing evidence and where appropriate examples; do not just tell us that you meet these requirements.
- Try to address all items 1-7 on the Person Specification. Even if you feel that particular requirements are not your strongest points, it will be better to provide some information rather than none.
- Let us know about skills and experience that you have gained from outside of paid work, for example from community, voluntary and leisure interests or from family responsibilities.



- Include education, qualifications, training and employment gained abroad and include courses which are relevant not just those which led to formal qualifications.

## **Guidance for applicants with disabilities**

Ruils is committed to ensuring equal opportunities in employment and service provision and to making adjustments wherever practicable to ensure that the most suitable candidate for a post is appointed. We will guarantee an interview to all disabled applicants who meet the essential criteria for the post. Please state in a cover letter if you wish us to consider you for this guaranteed interview scheme. Please do let us know if there are any adjustments that you will require at interview.

## **Guidance for internal applicants including volunteers**

All applications will be judged fairly and in relation to the person specification. Therefore please do complete the application form as you would an application for a job in another organisation. Do not leave out information that you may think the short-listing panel would be aware of.

## **Disclosure & Barring Service Checks (DBS)**

Ruils aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Ruils will not unfairly discriminate against a person on the basis of conviction or other details revealed.

The successful candidate who is offered the post will be subject to a criminal record check from the Disclosure and Barring Service Check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. For this post, an enhanced disclosure from the Disclosure and Barring Service Check will be requested.

Ruils is committed to compliance with the Disclosure Code of Practice and a copy of this code is available on request.

**Please note that Ruils is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.**

## **Returning the application**

Please sign and date the application and enclose the Equal Opportunities Monitoring Questionnaire. This will be separated from your application form and will not be used when short-listing candidates. The deadline for receipt of the application is included in the advert and application pack, please send or deliver your application in good time. We are happy to receive applications by email. As email is occasionally unreliable you are advised to request a 'read receipt' or otherwise confirm receipt.

Please note that we will not be able to accept your application without a completed Equal Opportunities Monitoring Form.

We look forward to receiving your application.

