Job Title:	**Payroll Officer**
Reporting to:	**Finance Manager**
We Are Beams Grade:	**Band C**
Location:	**Allsworth Court**
Working Hours:	**37 hours**

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.

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
Qualifications	• Payroll Qualification (desirable)
Experience	• Accuracy under pressure, competent with figures whilst running high volumes of payrolls • Evidence of using Microsoft packages in the work place • Reporting relevant information at all levels
Skills and Abilities	• 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 • Comprehensive understanding of Microsoft packages (Word, Excel, Outlook) • Ability to manage workload and prioritise tasks • Ability to maintain comprehensive and accurate records • Good numeracy and literacy skills and attention to detail • Ability to work both unsupervised and as part of a team
Knowledge	• Some knowledge of Payroll and statutory requirements, including SSP, SMP and holiday entitlements is desirable but not essential
Personal Qualities	• Enthusiasm and passion for the job role • Empathy and the ability to go above and beyond for our customers, the majority of whom are families of disabled children • Able to work under pressure and meet challenging deadlines • Able to work flexibly to cover busy periods and to support colleagues as required • Process driven • A willingness to learn and develop • Personal commitment to equal opportunities
Other	• Must be able to fulfil the requirements of an Enhanced DBS check