

## **HR Administrator**

Salary: £26,237

Reporting to HR and Recruitment Advisor/Manager

Contract: Permanent, full – time.

Start date: asap

As HR Administrator you will be a key member of the HR team, providing comprehensive human resources support to the whole organisation. The role includes general administration across a few core areas including pay and benefits, contractual matters, absence management and maintenance of the HR database.

This role will provide 1st line support with pay and benefits queries, it will provide comprehensive advice to staff and will manage the administration of benefits. You will check and process the monthly payroll within agreed timelines, ensuring accuracy and consistency between payroll and the HR system and ensure all payroll documentation is accurate and maintained in accordance with Data Protection requirements. You will have responsibility for managing, maintaining and updating the HR system with employee data and provide training, guidance and support for HR system users.

The ideal candidate will have solid experience in a payroll interface capacity with proven experience of HR systems administration. You will have extensive experience of working in an administrative function including preparing standard letters, documents, data inputting and filing.

An excellent organiser, you will have the ability to work on own initiative in a structured way, to prioritise a wide range of activities and use available resources to ensure tasks are completed to deadlines.

You will have the ability to build effective relationships, both internally and externally, showing sensitivity for others' viewpoints and valuing diversity. Excellent attention to detail and strong numeracy skills are also key as are expert skills in Microsoft Office (word, excel, PowerPoint).

### **Human Resources Administration – 75%**

1. Support the smooth running of the HR function of Enable Leisure and Culture by supplying a first-class advice and administrative service and support HR team with various pieces of work and projects.
2. Provide HR support to all pension related queries.
3. Support the Head of HR with individual HR issues as requested.
4. Undertake specific pieces of work to support HR (e.g., research / project work).
5. Ensure that offer letters, contracts and pre -employment checks, DBS are carried out for all new starters.
6. Book HR induction for new starters

7. Ensure good practice throughout the recruitment process and alert the Head of HR of any issues.
8. Ensuring all documentation, including contracts, offer letter and right to work
9. Paperwork is completed to a high standard for new starters.
10. Process all new starters and leavers including production of employment contracts, induction packs, reference requests, company handbooks, leaver letters and holiday payments.
11. Process all paperwork associated with employment changes and variations to contracts.
12. Create and maintain all employee personnel files, ensuring archiving of leavers and cleansing of information held in line with the Data Protection Act.
13. Create and maintain up to date folders for all employee benefit information.
14. Support the HR team with all additional HR administration requirements.
15. Any other duties as required by the business.

#### **Payroll – 25%:**

1. Prepares the monthly /weekly payroll, conducting the necessary processes for payment of the various components of salary, overtime, calculations of payments related to leavers and dismissals etc.
2. Dealing with statutory year end returns and P60s.
3. Preparing annual reporting, 3 yearly reporting etc.
4. Complete and/or check payroll related forms and documents so they are processed accurately and on time.
5. Maintain employee payroll records manually and/or computerised so that information is accurate and secure. Data managed may include personal information; job history; retirement and insurance documentation; leave accrual records; and details of illness, absences, transfers, and salary progression.
6. Dealing with any adhoc administrative duties, queries relating to HR and payroll matters, including dealing with telephone enquiries.
7. Resolve enquiries from employees, HMRC, etc.
8. Responsible for the MyEpayWindow-sending activation emails to new starters and dealing with any log-in queries.
9. Calculating any pay discrepancies and sending the relevant payment information to finance
10. PayPlus to be notified of any amendments of employees' pensions received from Smart Pension
11. Enter casual claims and other expenses in the preparation of a monthly payroll run.
12. Chase line managers for missing information as required.

**Essential requirements:**

- Experience in HR admin/recruitment, with a good knowledge of processing payroll and liaising with payroll providers
- Demonstrable experience of working in a payroll processing function and experience of using payroll software efficiently and effectively
- Excellent organisation and attention to detail
- Competent with spreadsheets and producing reports.
- Experience of working to tight deadlines and under pressure.
- Strong administrative, planning and organisational skills
- Knowledge of using a HR Information System (ideally Cascade)
- Excellent Excel and Word skills

**Desirable requirements:**

- Relevant HR certificate (CIPD) or payroll (CIPP)
- Awareness of HR trends and continuous improvement techniques
- A willingness to keep aware and up to date with payroll developments.

**Skills and Abilities**

- Ability to communicate effectively and foster collaborative working styles and relationships.
- Ability to make decisions and give advice independently.
- Ability to respond to varied needs/work pressure to meet deadlines.
- Able to produce analytical data and reports to a comprehensive standard.
- Pro-active and self-motivated.