

**HR and PAYROLL ADMINISTRATION ASSISTANT  
JOB DESCRIPTION**

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**HR**Solutions (GB) Limited



Solving YOUR HR and Payroll needs

<b>JOB TITLE:</b>  <b>HR Administration Assistant</b>	
<b>REPORTS TO:</b> Sarah Subden – Director	
<b>1.</b>	<b>PURPOSE OF JOB:</b>  To assist the general administration within the team in the provision of clerical and administrative services to our clients. Including:-  <ol style="list-style-type: none"><li>1. To work with the Directors and HR Administration and Payroll Team in ensuring efficient administration throughout the Company on behalf of our clients.</li><li>2. To undertake personnel work within the Company under the direction of the Directors or the HR Administration /Payroll Team.</li><li>3. To carry out secretarial, administrative and clerical duties under the direction of the Directors or the HR Administration/Payroll Team.</li></ol>
<b>2.</b>	<b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b>  <ol style="list-style-type: none"><li>1. To pro-actively provide administrative support for our clients including filing, word processing, production of contracts of employment; letters and reprographics work.</li><li>2. Assist clients with the necessary pre-employments checks/right to work in the UK.</li><li>3. To liaise with and give appropriate information and advice to clients as and when required; via email/telephone or client visit.</li><li>4. To assist with the general administration of work within the HR Admin team.</li></ol>

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5. To assist in the compilation of such reports and records, and assessment of data as may be required by the Company.
6. To assist in the compilation, maintenance and analysis of client personnel records.
7. To assist in the compilation, maintenance and analysis of client payroll records.
8. To use computerised systems e.g. Word, Excel, Outlook and databases, to input and manage data and produce required documentation.
9. To liaise with external payroll providers as and when required.
10. To input and validate data onto the Company computerised systems including payroll as required.
11. To complete as necessary such reports and returns as may be required by our clients and/or Directors.
12. To assist in the production of the client newsletter.
13. To undertake work as required for the HR Advisers/HR Administration/Payroll Team as and when required.
14. To undertake work for the Company Director's as and when required.
15. To comply with all Data Protection requirements with regards to the access and dissemination of personal data.
16. To provide support for Disclosure & Barring Service (DBS) checks, medical and other ongoing client employee checks.
17. To attend meetings, take notes/formal minutes as required and report back to the Directors as appropriate.
18. Day to day post duties and general clerical duties as required.
19. General Office duties including making drinks etc. as and when required and ensure that the kitchen area remains clean and tidy; recycling is placed in suitable containers on a weekly basis.
20. The job description will be reviewed as and when required.
21. Such other duties as may be determined from time to time within the general scope of the post

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<b>3.</b>	<p><b>KNOWLEDGE AND SKILLS</b></p> <p><b>Essential</b>  GCSE (<i>or equivalent</i>) in English and Mathematics essential Grade C or above  Excellent Keyboard skills.  Computer literate in Microsoft Office.  Ability to meet deadlines.  Ability to communicate effectively at all levels within an organisation.  General Office experience.  Being able to work as part of a team.  Demonstrate Good interpersonal skills</p> <p><b>Desirable</b>  Knowledge of school administration systems.  Working knowledge of Local Government and Teachers Pensions Schemes  Full Driving Licence.  Knowledge of payroll systems.  Experience of working in a client focused environment.</p> <p><b>Qualifications</b>  CIPD or Payroll qualification.</p>		
<b>4.</b>	<p><b>GENERAL</b></p> <p>Should attend work appropriate dress at all times – smart professional</p> <p>Subject to references, pre-employment medical check and clear enhanced DBS</p>		
<p><b>Other Duties</b></p> <p>The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post.</p>			
<p><b>Health and Safety</b></p> <p>The postholder is required to carry out the duties with due regard for the Health and Safety policies and procedures.</p>			
	Name:	Signature:	Date:
Job Description written by: Director	.....	.....	.....
Job Description agreed by: Post Holder	.....	.....	.....