JOB DESCRIPTION

Job Title:	Senior Payroll Officer
Service / Department:	Finance
Reports To:	Head of Finance
Responsible For:	n/a
DBS Check:	Basic

Job Purpose:

At Salvation Army Homes, we are dedicated to providing comprehensive, good quality housing services, support and resettlement.

The Senior Payroll Officer will manage all aspects of the payroll function (circa 350 employees) on a monthly basis presenting a timely final report to the Head of Finance for sign off, whilst providing a contribution to the departmental strategy and support all financial activities undertaken by the Finance department, ensuring that a comprehensive service is provided to both internal and external customers.

Sufficient flexibility to accommodate payroll deadlines and any other broadly related duties that may be allocated from time to time or in response to internal / external changes will also be required.

Main Duties and Responsibilities:

- Provide individual service users with the best possible comprehensive supported housing service Manage Payroll processing in liaison with HR department and outsourced provider
- Lead production of real time information in respect of monthly returns to HMRC
- Manage all statutory deduction requests and continue to monitor and process such legal obligations to ensure full compliance
- Manage preparation and input of posting documents from source documentation and ensuring adequate record keeping
- Manage the processing and validation of payroll expenses claims in accordance with association policy
- Ensure the processing of casual staff hourly pay, holiday pay and returns are checked and processed in accordance with payroll procedures
- Manage the preparation and input of journals
- Ensure staff costings are in accordance with the allocated budget provision
- Manage the payroll reconciliation process ensuring these are completed within the framework
- Ensure monthly payroll related payments are prepared and processed within set timescales
- Manage, develop and supervise the work of the Finance Officer in respect of Payroll function
- Maintain correspondence with third party deduction agencies in terms of leavers
- Prepare and validate statutory and non-statutory employer annual returns
- Manage the provision of payroll information for year-end including lead schedules to be included in the financial statements
- Provide all relevant Payroll information to internal auditors
- Answer payroll related queries and provide payroll related information in accordance with GDPR regulations

- Manage the Pensions Trust communication, reporting and submission of all information, returns, correspondence and administration
- Other tasks as stated within the monthly financial framework
- Undertake any reasonable additional duties as instructed by the line manager or senior management team within the spirit of the role or aims and objectives of the association

Related Activities:

- Participate in essential training, role related training and to work in accordance with relevant Salvation Army Homes' regulations including, for example the Code of Conduct, Equality, Diversity and Inclusion, Safeguarding, Health and Safety and Information Security
- Fulfil the role by being adaptable and flexible to the overall activity that is necessary to be successful and effective
- Fully align with Salvation Army Homes' values and behaviours and to adopt an 'advantaged thinking' perspective through language, conduct and behaviour

PERSON SPECIFICATION

Qualifications and Memberships:

Though not essential, the following membership / qualifications or equivalent level experience would be beneficial in this role:

- Payroll related qualification

Aptitudes and Abilities:

- Proactive and self-motivated with a can do attitude
- Actively leads by example with professional conduct
- Industrious, shows initiative and is innovative
- Strong commitment to satisfying both internal customer and other stakeholder needs whilst ensuring the Association delivers a cost effective Finance service that adds value
- Strong commitment to continual service improvement
- Confident and capable communicator with the ability to inspire, engage and challenge
- Great verbal, written and influencing skills with numerate and data rational
- Ability to use a computer, e.g. Microsoft packages and capacity to successfully navigate support packages used by Salvation Army Homes
- Strong interpersonal skills with an ability to liaise effectively with a wide range of stakeholders at all levels
- Agile and responsive to change, particularly in an evolving and challenging environment
- Ability to interpret financial documents and data for posting and reconciliation
- Ability to produce and present information clearly
- Excellent analytical and organisational skills
- Ability to work accurately and with attention to detail
- Good time management with an ability to work under pressure and manage any conflicting priorities

Experience and Interests:

- Experience of working in a payroll role
- Proven capacity to deal successfully with difficult and complex situations

Values and Behaviours:

To be successful in this job you need to be fully aligned with our values and behaviours, along with working as part of #OneTeam, helping Salvation Army Homes achieve our mission. Our values and behaviours mean a lot to us. They help define how we should all work, what we're here for and this helps us to stand out from other providers and employers.

Salvation Army Homes

S	**Servant Leadership** — we help people thrive	Have we given our audience everything they need to succeed in their next step?
P	**Passion** — we love our work	Have we spoken boldly and with confidence? Have we spoken out rather than stayed silent?
I	**Inclusion** — this is a team effort	Have we kept our communication simple and to the point? Have we used clear, accessible English?
R	**Respect** —we show respect for all	Have we given our audience credit for their intelligence? Have we advocated for our residents?
E	**Empowerment** — we have trust	Have we given the right context to our message? Has our communication been story-driven?