



TRINITY HOUSE

ROLE PROFILE

PAYROLL ASSISTANT (Fixed Term Contract)

JOB PURPOSE

Provide general payroll and administrative support within the People Services team, with a specific focus on the processing of payroll activities and supporting the HRIS implementation project.

KEY RESPONSIBILITIES	Payroll administration	<ul style="list-style-type: none">▪ Prepare and process the monthly payroll for all employees, including calculating pay, deductions, and pension contributions.▪ Ensure compliance with statutory and company policies, procedures and regulations related to payroll and employment.▪ Maintain accurate payroll records and employee data, including personal details, pay rates, and changes in job positions or salaries.▪ Serve as a first point of contact for employee payroll queries. Providing timely and accurate information and resolve any issues or discrepancies.
	Project support	<ul style="list-style-type: none">▪ Collaborate with the People Systems Manager to prepare training materials and navigation guides as part of the system launch and roll-out.▪ Assist in the preparation of data migration from old to new system.▪ Assist in the maintenance and updates of systems to ensure efficient processing of data and suggesting opportunities to increase efficiency and accuracy.▪ Support in user acceptance testing within the new HR, Payroll & LMS System.
	General	<ul style="list-style-type: none">▪ Contribute to departmental and other organisational projects as required.▪ Undertake general administration in support of HR, training, payroll and pensions.▪ Undertake additional tasks and responsibilities as assigned or necessary, within the scope of the role.

ENTRY REQUIREMENTS	Skills and experience	<ul style="list-style-type: none"> ▪ Experience of working in payroll with a good understanding of payroll legislation. ▪ Excellent administrative, numerical and organisational skills with an eye for detail. ▪ Good written communication skills, including letter writing. ▪ Good IT skills, able to utilise Microsoft Office effectively, including Word and Excel ▪ Strong communication and interpersonal skills
	Qualifications	<ul style="list-style-type: none"> ▪ English and Mathematics Level 2 ▪ Level 3 Payroll qualification or equivalent (desirable)
	Professional Competencies (CIPP)	<ul style="list-style-type: none"> ▪ Communicate with others ▪ Manage terms and conditions ▪ Provide an effective and efficient payroll administration