

Job Description

Job Title:	HR / Payroll Officer
Location:	Norwich
Responsible to:	HR Manager
Responsible for:	N/a
Job Purpose:	To process payroll on a monthly basis and provide administrative support to the HR Manager to ensure the smooth running of the HR/Payroll function. Answer general HR/Payroll queries on a daily basis and signpost colleagues to information, involving the HR Manager, Finance Director and CEO as necessary.

Main Responsibilities

PAYROLL

- Ensure accuracy, completeness and timely provision of the monthly payroll.
- Gather and input monthly data including starters, leavers, sickness, overtime and expense claims.
- Administer payroll compliance as required eg. PAYE, NIC, P11D's, Pension and Auto-enrolment.
- Check processed payroll data including payslips and submit reports to Finance Director for approval prior to running final monthly payroll.
- Ensure timely electronic distribution of payslips;
- Provide net pay data and other payroll reports for Finance to raise payments to employees, HMRC and other third parties;
- File monthly payroll records.
- Response to staff payroll queries;
- Assist with extracting payroll information and compiling reports as required;
- Manage and co-ordinate best practice processes to ensure the accurate processing of all pay related data.

HR

Recruitment

- Process Recruitment Authorisation Forms from Managers, to commence the Recruitment process.
- Format JD's to the YMCA Norfolk standard template.
- Advertise vacancies on internal and external recruitment platforms as necessary.
- Respond to requests for application forms.
- Issue acknowledgement letters for speculative and role specific applications.
- Collate applications and prepare shortlisting paperwork for recruiting manager.

- Maintain and review standard interview question templates for roles within the organisation.
- Liaise with Managers and arrange interviews with candidates.
- Prepare interview paperwork.
- Assist with interviews, including supporting with young people panels.
- Draft and issue 'regret' letters.
- Research forums for advertising as required from time to time.
- Maintain equal opportunities data taken from application forms to use in reporting.

Pre-Employment

- Draft and issue offer letters, Contracts of Employment and supporting paperwork.
- Process reference requests for new employees and ex-employees.
- Request and process 'Right to Work in the UK' documentation.
- Process IT access and leaver requests.
- Issue probationary paperwork to Managers for new starters, managing the process until end of probation.


Induction

- Advise Performance and Participation Officer of new starters to ensure On-line induction is completed.

Training

- Arrange training as required including the co-ordination of diaries, booking of meeting rooms and ensuring relevant equipment available.
- Plan and organise with Performance and Participation Officer all mandatory training dates for the coming year ahead.
- Send out links for all on-line training as well as provide support to staff who may require assistance in completion.
- Maintain a record of all training completed. Assist Managers to ensure mandatory training is up to date for all staff.
- Research training providers as required.
- Input data into training calendar as instructed by HR Manager.
- Prepare Certificates, Attendance Sheets and Evaluation paperwork for all mandatory training sessions.

Pension

- Notify staff when they are eligible to join the Company Pension Scheme.
 - Assist Finance Director with notifying members of pension schemes with regulation updates.
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DBS

- Maintain a log of all applications using the online DBS system.
- Manage the DBS application process for new staff and renewals.
- Assist the HR Manager in ensuring all YMCAN staff have a current DBS check.
- Verify ID for all DBS checks.
- Where necessary, liaise with the HR Manager regarding applications received prior to sending for DBS processing.

General Admin/Duties

- Maintain and update the People HR Management System, spreadsheets and other logs of employee personal information.
- Maintain and create new files as required.
- Archive ex-employees files / reference page as required in line with GDPR regulations.
- Provide HR related KPI stats on a monthly basis.
- Provide statistical HR data reports as required using HRM system.
- Answer calls / queries as required.
- Photocopying / Shredding / Scanning as required.
- Prepare performance information for committee meetings as required.
- Carry out diary management for meetings as they arise.
- Prepare ad hoc letters and administrative duties as they arise.
- Provide Office Management cover in the absence of the Corporate Support Co-ordinator.

Safeguarding

- To ensure that YMCA Norfolk's Safeguarding Procedures, Policies and Operational Guidance are delivered in line with our values and ethos.
- To ensure the primacy of safeguarding children, young people and adults within or connected to YMCA Norfolk.
- To promote the welfare of children, young people and adults within or connected to YMCA Norfolk.
- To be familiar with emergency procedures.

Internal Communications

- To ensure effective liaison with all departments regarding relevant issues and information.
- To ensure confidentiality practices and data protection is upheld in line with policy and legislation



Development

- To contribute in monthly team meetings to further the current work in line with the Organisations vision and strategy.
- Attend and participate in regular one to one-line management and an annual appraisal.

Performance Management

- To adhere to all lone working policies and risk assessments provided for you by YMCAN.
- To be alert to and manage risk effectively in all locations.
- To implement and adhere to policy and practice in relation to health and safety and food hygiene in all aspects of the postholder's work.
- To adhere to the postholder's own responsibilities to health and safety and good hygiene within the workplace, and to colleagues, service users and the general public.
- To actively take part in required mandatory training as part of the yearly cyclical training calendar.
- To operate within clear professional boundaries and work within YMCA Norfolk's Staff Code of Conduct.
- To operate within the Behaviours Framework embedded across the organisation.
- To implement and adhere to YMCA Norfolk's Policy and Procedures at all times.

Involvement

- To actively encourage a culture of involvement and inclusion of young people in the work and life of YMCAN.
- To engage in wider involvement opportunities and activities of YMCAN.

Equality and Diversity

- To act in accordance with YMCAN's equality, diversity and inclusion policy and procedures, to ensure that the Association is compliant with legal and regulatory requirements.

Christian Ethos

- To work in line with the ethos of the organisation across the service area.
- To ensure all policies, procedures and working practices within the service area support the Christian identity and values of the organisation.

To carry out any other tasks that may be required from time to time in accordance with the post holder's capabilities and the changing working environment.





Terms and Conditions

Pay:	Between Grade C - £9.14/hr to Grade E - £10.57/hr depending on experience.
Hours:	37.5 hours per week
Contract:	Permanent
Annual Leave:	33 days (pro rata) per annum inclusive of Bank and Public Holidays.
Pension:	Access to contributory stakeholder pension scheme after 3 months
Notice Period:	1 Month
Conditions of Appointment:	Satisfactory references and satisfactory basic DBS check.
In Service Training:	Time allowed for in-service training, subject to budgetary provision.

Scale Staff	None
Sites	Norwich will be the primary location but regular visits to all YMCA Norfolk sites may be required.
Discretion to Act	The post holder can recommend expenditure for approval by the HR Manager.
Environment 1. YMCA Norfolk operates on a 24 hour, 365 days per year basis. 2. Unsocial hours 3. Risk	In line with other staff, the post holder may need to be contacted in the event of an emergency related to their Service Area. Occasional projects, meetings and social events will require working evenings and weekends. The post holder works in a normal office environment, so the potential risk is assessed as being low.



Person Specification

Job Title	HR / Payroll Officer	
Category	Essential	Desirable
Knowledge	<p>K1 – A detailed knowledge of payroll systems, taxation and national insurance and pension administration.</p>	<p>K2 - Knowledge of using 'People HR' Management System.</p> <p>K3 – Knowledge of Sage Payroll.</p>
Skills	<p>S1 - Interpersonal skills, sufficient to communicate effectively with a wide range of staff and external contacts.</p> <p>S2 - Excellent written and verbal communication skills.</p> <p>S3 – Good organisational, time and project management skills.</p> <p>S4 – Be able to work on own initiative.</p>	
Aptitude	<p>A1 - Excellent user of MS Outlook, Word, and Excel.</p> <p>A2 – Highly numerate with the ability to understand and accurately process a variety of calculations.</p> <p>A3 - Attention to detail and rigorous approach to best practice.</p> <p>A4 - Able to demonstrate a clear commitment to excellence in service delivery.</p>	
Experience	<p>E1 - A recognised payroll qualification or a recognised accountancy qualification or proven recent experience of working with a computerised payroll.</p>	<p>E2 - Experience of the voluntary or housing association sector.</p> <p>E5 – Experience of working in an HR / Recruitment team.</p>



	<p>E3 - Experience of prioritising a large and varied workload in a time pressured setting.</p> <p>E4 - Experience of working in a busy administrative environment.</p>	
Education	Q1 - GCSE level or equivalent.	Q2 - Evidence of recent relevant training.
Christian Ethos	V1 - In sympathy with the Christian Identity of the YMCA.	
Personal Qualities	<p>P1 - Able to present self and work effectively.</p> <p>P2 - High levels of honesty, integrity and discretion.</p>	
Circumstances	C1 - Occasionally able and willing to work unsocial hours.	C2 - Hold a full driving licence and have own transport.
Health	H1 - Able to meet the requirements of the post with or without reasonable adjustment.	
Equality and Diversity	O1 - An understanding of equality and diversity.	

