

## Job Description

<b>Job Title:</b>	<b>Payroll Administrator</b>
<b>Job Band:</b>	<b>3</b>
<b>Department:</b>	<b>Payroll Services</b>
<b>Responsible to:</b>	<b>Deputy Payroll Manager</b>

### Why join The Dudley Group?

Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a high-quality patient experience in a caring and supportive environment that aligns with our vision of providing excellent health care, improved health for all.



## **Job Summary**

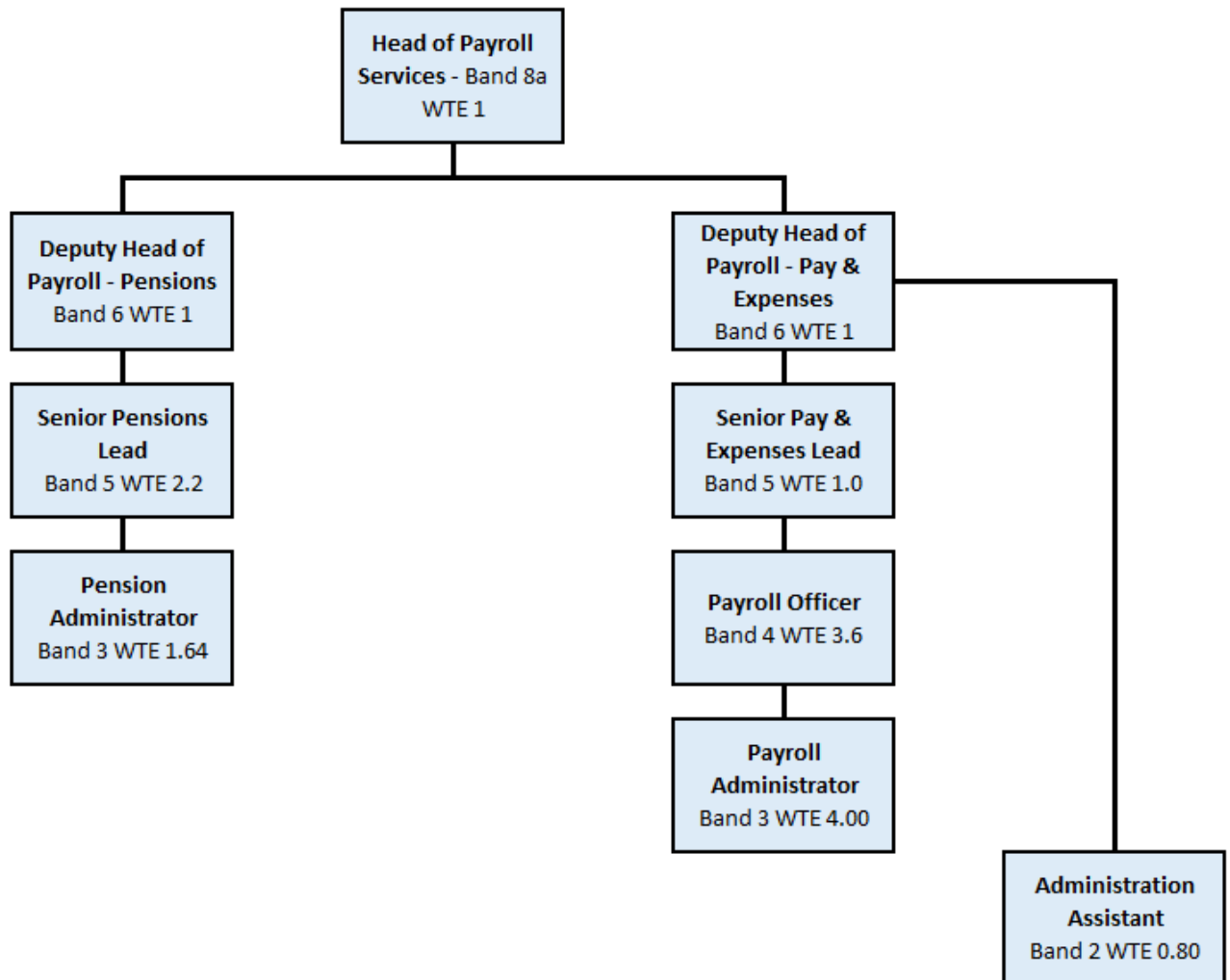
To administer the Trust's electronic expenses and payslip database systems and provide training to staff where necessary. To provide support for the payroll section in specified technical aspects of payroll work, including processing payroll data using the ESR computer system. Responsible for the preparation, calculation, and administration of a section of weekly and monthly payroll allocation.

The scope of this job will include the following:

1. Knowledge and application of NHS and Statutory Regulations to the allocated weekly and monthly staff payments.
2. Requirement to work at high level of concentration with frequent interruptions.
3. Plans and prioritises own workload to ensure payroll deadlines are met.
4. High level of accuracy required.



## Structure Chart



## Principal Duties & Responsibilities

### Electronic Expenses system

To update the expenses system with changes of personal details, vehicles, and entitlement to expense items.

Update the ESR payroll system with vehicle and personal details ensuring that both systems mirror each other.

Maintain the system for changes to supervisors to ensure the correct manager is approving the staff claims, checking that the person has the correct level of authorisation on the Trust's authorised signatory list.



Investigate and resolve queries including responding to emails and tickets raised by staff.

Interrogating the system knowledge database to get advice and resolve system problems.

Raise support tickets with the software company for issues and queries that are unable to be resolved any other way.

Generate new expense items when required ensuring that they are correctly mapped for the extract to the ESR payroll system.

Generating new sign off groups to allow tiered authorisation processes for the approval of claims that require more than one level of authorisation.

Provide training to staff on how to use the system.

### **Payslip Database**

Reset passwords for staff unable to reset their own.

Update email addresses in the database and ESR to ensure both systems mirror each other.

Provide training to staff on how to use the system.

### **NEST Database**

To ensure that all employees entered into the NEST pension scheme are added to the NEST database.

Maintenance and distribution of correspondence relating to the NEST pension scheme.

### **Payroll Input and Administration**

To assist in the processing of the payrolls in accordance with Agenda for Change and Medical & Dental terms and conditions of service, Statutory Regulations, and Internal financial procedures. Knowledge of each set of regulations, the priority in which they must be satisfied and the ability to explain and interpret to other parties, such as managers and employees, is required. Strict compliance to payroll processing deadlines must be adhered to at all times.

Input the starters, additional posts, leavers, and changes to personal details for the weekly bank payroll. In addition, assisting with the processing of substantive and fixed term new starters and Deanery Medics leaver records in accordance with Statutory and Internal Regulations.



To issue system produced and manual P45's in a timely manner, referencing Trust leaver's paperwork.

To provide support in the monthly input of the Web ADI spreadsheet turnarounds and other data input as required by the needs of the Department.

To Access and input payroll data into other electronic sources, e.g., spreadsheets and word documents.

To issue payroll documentation relating to Pensions, absence and pay from system generated reports.

To apply the Trusts policy regarding Car parking, making and amending, as required, the appropriate deductions and refunds, where applicable from salaries of Trust directly employed staff. To also undertake an annual review of all applicants and amend monthly payments as a result of any changes to pay conditions.

Input of data to the Electronic Staff Record system, using all facets of the system to ensure an accurate and up-to-date employee pay record.

Apply the current regulations of the NHS Pensions Scheme, Inland Revenue, and voluntary deductions to the payment of employee salaries.

Assist with ad-hoc data cleansing exercises for Payroll and Pensions as required.

Assist with payroll enquiries from employees, managers, and external organisations in person, via telephone; email or letter, ensuring that information is passed on to the relevant Payroll Officer to investigate, where necessary. The post holder should maintain a flexible, polite, and sympathetic approach to all queries, by responding positively when dealing with sensitive situations, where feelings may be running high, and work to diffuse emotive situations.

In all dealings with any other party, a high degree of confidentiality must be maintained, verbally and in data storage of any kind.

Ensure the delivery of an efficient and professional payroll service focused on continuous improvement and effective utilisation of e-tools.

## Post

To provide cover for absence of the Payroll Assistant's post duties:



To date stamp incoming post ensuring that each item displays a valid payroll assignment number and has been adequately coded and signed by Management Accounts where appropriate.

Validate information received from Managers before processing to ensure compliance with Audit, National and Trust procedures, and authorised signatory list. Evidence of validations and separation of duties must be provided for audit purposes.

To enter all starter and termination forms onto the relevant spreadsheets, print off change information from the Payroll database and attach to change forms ready for distribution. Sort and distribute all post to relevant Payroll Officers.

## **Organisational Values**

### **The post holder will:**

**Care:** You will listen, be respectful and treat others with compassion and kindness.

**Respect:** You will behave with respect to everyone you meet and encourage an inclusive culture where we respect the contribution everyone makes.

**Responsibility:** You will take responsibility for yourself and your team.

There may also be a requirement to undertake other similar duties as part of this post to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time considering developments and may be amended in consultation with the post holder.

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## **Location**

The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russells Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as various community-based sites across the borough.

## **Code of Conduct**

It is expected that all staff would be able to show that they live our trust values in their work and that they will deliver the essential behaviours in their role.

Staff are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

## **Equality, Diversity, and Inclusion**





All Trust staff have a responsibility to embrace the diverse cultures of both our staff and the communities that we serve, and as such, all staff should ensure that equality, diversity, and inclusion are embedded in their work philosophy and reflected in their behaviour. Equality, Diversity, and inclusion are pivotal to the values and vision of the Dudley Group so that they shape everything that you do every single day.

### **Safeguarding Children and Adults**

All Trust staff have a responsibility to ensure the safeguarding of children, young people, and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults policies and procedures and inter-agency guidance as showed in the Trust's Safeguarding policies and procedures.

### **Improvement Practice**

The trust has a long-term commitment to its continuous quality improvement programme; "Dudley Improvement Practice." As part of your role, you will be asked to take part in improvement activity relevant to your post.

### **No Smoking**

The Trust is a completely Smoke Free Organisation and all premises will be considered No Smoking Zones.

### **Health and Safety**

The Trust has a duty of care to employees and will ensure that, as far as is practical, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employee's responsibility, however, to manage their own health and wellbeing.

All Trust employees must follow relevant Health and Safety legislation and the Trust's policies relating to Health & Safety and Risk Management.

<b>Prepared by:</b>	Marie Hartshorne
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<b>Job evaluation reference number:</b>	N/A

