

# Role Profile – Pay & Reward Assistant

**Purpose:** Lead the monthly Payroll, Pension and Benefits processing. Providing confidential and accurate support to the Pay & Reward Manager and the HR Operational Team on a wide range of topics including Payroll, Pensions, Reward and Benefits, Benchmarking and People Processes.

## The post holder will:

- Correctly pay all employees, Board Members and third parties each month.
- Deal with all aspects of Payroll, Pensions, Reward and Benefits administration including maintenance of the Payroll, Pension and Reward Platforms.
- Support the Pay & Reward Manager in operational and project related job evaluation, pay and reward activities and benefits administration.
- Support the Operational HR Team with letters, starter and leaver processes and checking and vetting.
- Deal with queries coming into the department and delivering an excellent customer experience.
- Support the delivery of the Reward strategy, plan and associated activities.
- Responsibility for the day-to-day operation of Recognition Schemes.

## Key Result Areas

- Manage the administration of all Pay and Reward records, ensuring all platforms are up to date.
- Liaise with Finance with the processing of the reconciliation packs, BAC's and General Ledger files.
- Complex calculations of standing data and variable pay such as SMP, overtime, occupational & statutory sick pay, leavers & starters.
- Prepare family leave payment schedules.
- Compiling payroll reports and management information as required.
- Investigate and resolve payroll, pension and benefit queries.
- Arranging payments of statutory & voluntary deductions to third parties.
- Submitting real time information to HMRC, raising payment requests to ensure payroll and pension deductions are paid by the due date, ensuring RTI transmissions are complete.
- Ensure Role Profiles are up to date in line with the company structure.
- Ensure good relationships are maintained with all colleagues, effectively working as part of a team being prepared to be flexible and work in the best interests of Benenden Health.
- Assist the Pay & Reward Manager with the job evaluation process, ensuring pay scales are up to date and relevant.

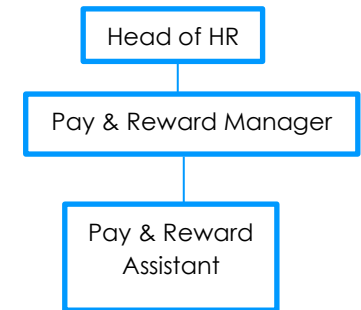
## Measurement/Accountability

- Comply with all Legal and Regulatory practices and guidelines relating to Payroll.
- Comply with data protection and confidentiality in all day to day activities.
- Against agreed KPIs – Progress with personal development.
- Against the specific objectives and targets agreed within the Performance & Development Review (PDR) process.
- Accountable for the correct & timely payment of employee salaries, third party payments and monthly & annual returns
- Through the PDR Process, adhere to the Societies Values.

## Skills and Experience

- GCSE (Grade C or above) or equivalent, English and Maths.
- Payroll legislation and payroll tax regulations knowledge
- Experience of working within Payroll essential
- Good knowledge of standard office software such as Microsoft Word and Excel.
- Well organised thinking with an ability to multi-task with strong time management.
- Effective verbal and written communication skills.
- Be able to work to tight deadlines with strong accuracy and excellent attention to detail.

## Reporting Lines



## Values

- Be Caring**
  - We know what we do matters
  - We're proud and enjoy what we do
  - We promote a culture of care, respect, compassion and wellbeing
  - We protect the mutual ethos
- Be Connected**
  - We collaborate and share across teams, departments and the business
  - We listen to understand each other and our members' needs
  - We support one another by having open and honest conversations
  - We recognise that we're stronger together
- Be Brave**
  - We embrace change
  - We challenge and ask 'why' as well as 'why not'
  - We always want to learn
  - We are not afraid of trying new concepts and ideas
- Be Smart**
  - We approach problems with a solution mind-set
  - We actively seek to improve and be better and we learn from our mistakes
  - We spend members money wisely
  - We're invested in the future of our business