# JD: HR and Payroll Administrator

**Reporting to:** HRBP

**Duration:** 35 hours per week (FTE = 1)

**Salary:** Band 3

**Location:** Across all Home-Start Greenwich sites but mainly located at School House SE18 3QA

**Staffing:** None

**Job Purpose**

Support HR and payroll processes throughout the complete employment cycle from human resources planning to employee exit, within the contexts of policy, practice, legislation, and organisational interventions.

**KPA 1: HR administration**

* Support the HRBP with administrative support on human resources policies, procedures, laws, standards, or regulations.
* Assist with recruitment campaigns and the selection of employees.
* Support the HRBP to maintain employment records related to events, such as recruitment, termination, leave types, transfers, or promotions, using the human resources management system software.
* Assist the HRBP with employee relations issues, such as administrative and document support with grievances, disciplinary matters, sickness and absence process actions.
* Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, and employee leaves of absence.
* Record data for each employee, including such information to upkeep personnel records.
* Help the HRBP with support to explain organisational HR policies, benefits, and procedures to employees or job applicants.
* Assist to maintain and update human resources documents, such as organisational charts, employee handbooks or directories, training and development records, or related information.
* Assist the HRBP with HR reports and metrics.
* Maintain current knowledge of employment law and HR practices.

**KPA 2: Payroll administration and support**

* Support the verification of processes on payroll including attendance, hours worked, and pay adjustments, and maintain records.
* Update salaries and deductions for month-end processing.
* Process sign-on documentation for joiners into the payroll system.
* Record employee information during the employment cycle including transfers, promotions and resignations, to maintain accurate payroll records.
* Keep track of leave time, such as holiday, personal, and sick leave, for employees.
* Compile employee time, production, and payroll data from time sheets and other records.
* Check and verify time sheets for relevant staff.
* Support, verify, and process forms and documentation for administration of benefits, such as pension plan and maternity.

**Qualifications and experience**

* Completion of a level 3 HR qualification or significant progress towards this or a similar related qualification, or a willingness to commit to formal training and development towards a HR qualification.
* 2-3 or more years’ experience in an HR/payroll/ support role is essential.
* Experience of recruitment administration is essential.
* Excellent ICT skills are essential for this role along with the ability to manage different ICT systems to support compliance and the work of the organisation.

**Other requirements**

Enhanced DBS clearance is required for this role.

Candidates must be able to demonstrate existing ‘right to work in the UK ’ evidence.

Some home working may be available but candidates must be available to work from offices within the Borough of Greenwich and surrounding areas.