

## Pilgrims Hospices Job Description – Payroll Specialist

### **Main Purpose and Scope of the Job:**

The Payroll Specialist role will support the Head of HR & Education to ensure the quality and accuracy of payroll instructions sent to our external payroll provider and other providers of staff benefits.

Although payroll is outsourced, this specialist role is required to set-up a sustainable, quality payroll service to our employees. The payroll specialist will process day-to-day payroll tasks (i.e. maternity, sickness, pro-rata calculations, incorrect pay adjustments), and will coordinate with our external bureau to run an accurate and effective payroll. As the subject matter expert the Payroll Specialist will develop tools internally / with our external service provider to improve self-service and accessibility of pay-related information.

This role is for a fixed-term period until the 22<sup>nd</sup> May 2026 to cover a period of maternity leave.

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### **DETAILS OF THE POSITION:**

**Reports to:** Head of HR & Education

### **DUTIES AND KEY RESPONSIBILITIES:**

#### **Payroll**

The post holder will be responsible for the set-up and accuracy of our organisational payroll and to retain oversight of the services provided by the outsourced payroll services provider.

Responsibilities include:

#### **Payroll Data Management**

Responsible for day-to-day payroll processes by undertaking transactional tasks including:

- Overseeing the processing of timesheets on a monthly basis.
- Maintain and submit on a monthly basis a record of all relevant payroll changes;
- Ensure all staff are appropriately communicated with in relation to any adjustments to their pay, and process letters in an effective and timely manner;
- Alongside the HR team, run monthly sickness absence and unpaid leave reports, processing deductions and informing employees of such deductions;
- Submitting all payroll data to the outsourced payroll provider in a timely manner and in accordance with an agreed payroll schedule.
- Run payroll and pension related reports and submit as appropriate.
- Ensuring month end reports are submitted.
- Sending P45 and final payslips to leavers on a monthly basis.

**Pension Administration**

- Actioning Pension submissions to our providers in a timely manner such as new starters to scheme and retirements, working with the HR Advisors to identify employees intending to retire in advance.
- Ensuring all NHS Pensions Updates are sent to KMPT, including updates when requested such as individual records.
- Responsible to maintain compliance with auto-enrolment into the workplace pension schemes and to maintain oversight of monthly pension contributions;

**Payroll Management**

- Responsible for the monthly payroll reconciliation, checking calculations and data prior to sign-off by the Head of HR & Education;
- Ad hoc support to the HR team with pay-related queries.

**GENERAL RESPONSIBILITIES****Corporate Governance –**

The post holder must, at all times, act honestly and openly and comply with relevant corporate governance requirements, employment legislation and standards of business conduct.

Post holders are expected to be familiar with and comply with all policies and procedures published by Pilgrims Hospices in East Kent.

**Health and Safety –**

Under the Health & Safety at Work Act (1974), it is the responsibility of the post holder at every level to take care of his/her own health and safety and that of others who may be affected by his/her acts at work.

**Data Protection –**

Ensure that all data is processed in a fair and lawful way for the specific identified purpose, in line with the General Data Protection Regulations (GDPR), national data protection legislation and Pilgrims Hospices' Data Protection Policy. Data must not be disclosed in any manner which is incompatible with the purpose and to any unauthorised persons or organisations.

**Flexibility –**

The post holder is expected to work flexibly to be able to meet the challenges and opportunities of working within Pilgrims Hospices in East Kent.

*This Job Description is not exhaustive. This job description is a reflection of the current position and the post holder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may be subject to variation from time to time. The post holder will be required to undertake any other duties that may be required by the Line Manager, commensurate with the level of the post.*

**Pilgrims Hospices Person Specification – Payroll Specialist**

This person specification sets out the essential, minimum qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

	<b>CRITERIA</b>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Sound knowledge of the payroll process, with ability to interpret data</li></ul>
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"><li>• Highly competent user of Excel with ability to display complex information in a simple format.</li><li>• Exceptional attention to detail and strong numerical skills.</li><li>• Ability to work with others, of differing levels of payroll knowledge, and communicate complex information in an accessible manner.</li><li>• Sound judgment and decision making.</li><li>• Self-motivated and organised, with excellent prioritisation skills.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Good knowledge of statutory payroll-related legislation and employer liabilities.</li><li>• Knowledge of basic UK employment legislation which impacts on the payroll function.</li></ul>