

Job Description

Name	
Job title:	Payroll Assistant Trainee
Department	Payroll
Line Manager	Payroll Manager
Line management responsibilities:	None

Aims and purpose of the job

To assist with the management of a varied client payroll portfolio ensuring excellent customer care and the achievement of Payroll team objectives.

Duties to include:

1.	Processing weekly, monthly and annual payroll and pension schemes accurately and to the highest standards, including inputting wages information, producing payslips and reports for employers, uploading pension files and submitting information to HMRC.
2.	Assist with the preparation of reports and information as required (internal and external).
3.	Act as first point of contact for clients and respond in a timely, clear and concise manner to all payroll enquiries or escalate as required.
4.	Opening and closing both payroll and pension schemes with the relevant bodies.
5.	Operation Construction Industry Schemes (CIS) for both contractors and sub-contractors.
6.	Liaising with third parties such as HMRC and pension providers.
7.	Aiming to carry out all work efficiently with a recovery of at least 95%.
8.	Ensuring that client data, information and records are secure at all times and to manage all data in accordance with our GDPR and data retention policy.
9.	Maintaining and updating computer records in a timely and accurate manner.
10.	Planning, managing and prioritising your own workflow, budgets and productivity to ensure targets and deadlines are met.
11.	Ensuring there is clear communication with your line manager and other team members on work being carried out
12.	To assist the team to identify ways to improve and develop the departmental and back-office systems, ensuring streamlined and accurate processing.
13.	Dealing with all communications in a timely manner and ensuring they are of a high professional standard.
14.	Taking full responsibility for all work and tasks assigned to you.
15.	Undertaking any other duties commensurate with the grade as appropriate.
16.	To ensure your studies are up to date and that you pass any assessments at first attempt.

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Central duties

17.	To represent the business when required to ensure positive links, relations and networks.
18.	To show a commitment to diversity, equal opportunities and anti-discriminatory practices.
19.	To undertake personal development necessary to ensure effective performance in the role.
20.	To participate in relevant and appropriate training and development as required.

Method of working

The David Allen Group expects all staff to work effectively, both as individuals and as part of a team, delivering high quality services and support to clients and staff. In doing so, the company expects all staff to display all of the core competencies as defined in the performance and development appraisal arrangements and to conduct themselves in a manner which befits their professional status and responsibilities.

Public relations

Considerable importance is attached to the role the business plays in its various communities. It therefore follows that all staff are expected to work to maintain and develop these relationships at every opportunity by positively promoting the work of the business and the role it can play in supporting the aims of its stakeholders.

This job description is a guide to the work the post holder will be required to undertake. In consultation with the post holder, it may be amended from time to time by the line manager to meet changing circumstances or business needs. Specific targets and objectives will be agreed with the post holder and will be reviewed regularly as part of the performance management arrangements.