



Trust HR & Payroll Apprentice

Job Description & Person Specification

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|---|---|
| Responsible to: | CFO |
| Direct Supervisory Responsibility: | CFO |
| Indirect Supervisory Responsibility: | Payroll Administrator, HR |
| Important Functional Relationships: | <u>Internal:</u> Payroll, Finance, HR, Schools <u>External:</u> Payroll & pension providers, |

Main Purpose of Job:

To provide support to Payroll and HR through administrative based tasks whilst participating in improving processes, systems and reporting standard payroll

Main Duties and Responsibilities

- Gain working knowledge of the payroll systems whilst completing an AAT apprenticeship program.
- Work alongside the Trust Payroll and Finance Administrator to help check and correlate payroll reports, ensuring documents are correctly processed and any queries are raised.
- Complete general office administrative duties and deal with day to day queries in line with the apprenticeship scheme requirements.

Payroll

- Be responsible for end-to-end processing of standard payroll.
- Support the Payroll team with ad hoc projects
- Keep up to date with all payroll legislation and industry changes.
- Assist with the input of payroll functions and software
- To assist where appropriate with payroll and HR related administrative tasks including filing paperwork, distributing letters

HR

- Assist by sending out HR and Payroll letters to Trust staff including, sick pay, paternity and maternity letters.
- Keep the HR & Payroll database accurate and updated.
- To assist with digitalisation of all HR records, including information held on personnel files.
- Be responsible for updating the SIMS system for the Trust schools.

Date Created: May 2022

By An Daras Trust

Person Specification**Job Title:** Trust HR & Payroll Apprentice**Department:** Payroll/HR**Person specification prepared by:** An Daras MAT **Date:** May 2022

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|---------------------------------------|---|---|-----------------------|
| Relevant Experience | Interest in a payroll setting | Experience with payroll and working with accounts | Application form |
| Education & Training | Willingness to work towards a Payroll or AAT qualification Maths and English at grade C or equivalent | | Application/Interview |
| Special Knowledge & Skills | Strong attention to detail Good organisational and time management skills Good working knowledge of Microsoft products Ability to work within a team environment and use your own initiative | | Interview |
| Any Additional Factors | A Positive and proactive approach to learning Keen to develop and Learn | | Interview |