



## Job Description – Apprentice Payroll Administrator

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<p><b>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b></p>	
<p><b>Summary of the role:</b></p>	<p><b>Job Title:</b> Apprentice Payroll Administrator</p> <p><b>Department:</b> Finance</p> <p><b>Location:</b> Harpur Trust Office, Pilgrim Centre, Brickhill Drive, Bedford</p> <p><b>Job Purpose:</b> To process the monthly payroll within the payroll function accurately, securely and timely to employees of the Harpur Trust.</p> <p><b>Reporting Line:</b> Head of Payroll</p> <p><b>Hours:</b> 37 per week, but the postholder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998)</p> <p><b>Role Summary:</b></p> <p>To develop skills, knowledge and experience working in the in-house Payroll function within the Finance Team to deliver on time, secure and accurate monthly pay to all staff across the Harpur Trust.</p> <p>Learn how to process payroll effectively within an established function and gain the Payroll administrator (level 3) apprenticeship</p>
<p>Line management responsibility for:</p>	<p>None</p>
<p>Main duties and responsibilities:</p>	<ul style="list-style-type: none"> <li>• Process end-to-end payroll on a monthly basis accurately and timely in accordance with HMRC legislation and Harpur Trust Processes.</li> <li>• Provide excellent customer service via phone calls and shared payroll mailbox to internal and external stakeholders of the payroll office, liaise with the Head of Payroll to resolve payroll queries promptly.</li> <li>• Enrol new starters into the APTIS and Aviva pension scheme.</li> <li>• Work closely with HR Services team processing pay for new starters, leavers, and contractual changes.</li> <li>• Check timesheet entries to ensure accuracy.</li> <li>• Issue pension assessment letters to employees and p45's and final payslips to leavers.</li> </ul>



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	<ul style="list-style-type: none"><li>• Provide general administrative support as required.</li></ul>
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

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<b>Person Specification</b>			
<b>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	Grade B or equivalent in Maths & English GCSE	A-Level or equivalent in Accountancy, Finance or Business Studies.	<i>Certificate evidence</i>
<b>Experience</b>	Experience using Excel and Microsoft Word.	Experience in bookkeeping, accounting and/or human resources	
<b>Skills, Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>Able to prioritise effectively</li> <li>Apply attention to detail</li> <li>Strong communication skills</li> <li>IT skills (Microsoft office)</li> <li>Proactive in response to varying levels of workload</li> </ul>		<ul style="list-style-type: none"> <li><i>Application form</i></li> <li><i>Interview</i></li> <li><i>Professional References</i></li> </ul>