**JOB DESCRIPTION**

##### JOB TITLE: Payroll and HR Administrator

**RESPONSIBLE TO:** Finance Manager

**RESPONSIBLE FOR:** TBC

**ACCOUNTABLE TO:** Hospital Director

## JOB SUMMARY

The role will involve developing good working relationships with the operations team in the Portsmouth service to drive operational performance with support from the Finance Manager.

You will be working as part of the finance team to provide a comprehensive administration support including payroll, human resources, sickness and absence reporting.

### Principal Duties and Responsibilities

Key responsibilities will include:

* Assist in the preparation and checking of payroll data
* Act as a first point of contact for payroll related queries
* To ensure compliance with PPG central HR and payroll processes
* Maintenance of detailed and accurate staff records
* Support with monitoring and managing agency costs
* Support with the co-ordination of induction for new staff
* Process all staff new starter and leaver paperwork and any variations to contracts as required
* Recruitment Administration
* Management of holiday and absence records and ensure that central processes and policies are followed
* Provide day-to-day support to the Finance Manager, operational management and local teams.
* Provide ad-hoc payroll analysis and support to the Finance Manager.

In addition, the successful candidate will be required to adhere to the following;

Conflict of interest; It is responsibility of all staff to ensure that they do not abuse their official position to gain or benefit their family or friends and declare any conflicts of interest as soon as they are apparent.

Confidentiality; The post holder must preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and Practice Plus Group business, in line with relevant legislation; this obligation shall continue indefinitely.

Health and safety; Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Risk management; All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken. Datix provides the in-house incident reporting programme and training will be provided.

Privacy, dignity and respect; PPG is committed to ensuring that all current and potential staff, patients, and visitors are treated with dignity, fairness and respect regardless of gender, race, disability sexual orientation, age, marital or civil partnership, religion or belief. Staff will be supported to challenge discriminatory behaviour. In particular staff will protect the privacy and dignity of all patients at all points of their contact with the organisation.

Safeguarding; we are fully committed to safeguarding the welfare of all children, young people, and adults at risk who may access our services, taking all reasonable steps to protect them from harm. This includes the recognition of vulnerabilities inherent in all situations where care takes place and the impact this may have beyond the child / adult receiving care and treatment. All staff will receive appropriate training, induction and supervision so that they understand their roles and responsibilities and are confident about carrying them out. The patients referred to us for care must be able to trust that not only will they be safe from any abuse, bullying or intimidation from any member of staff but that suspicions of abuse will be dealt with appropriately.

Raising concerns; It is everyone’s responsibility to draw attention to any practice or behaviour which could put patients or staff at risk.

Equal opportunities; PPG is committed to promoting equal opportunities in employment and will regularly review its policies and procedures to ensure that the job-related needs of all staff working in PPG are recognised. PPG will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual’s ability to meet the requirements of the job.

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive.  It will be subject to regular review and amendment as necessary in consultation with the post holder.

I confirm I have read and understand this Job Description

Name of Postholder …………………………………..

Signature …………………………………..

Date …………………………………..

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| **Person Specification – Payroll and HR Administrator** |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Qualified by experience
 | * Payroll qualifications
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| Experience | * 2-3 years Payroll and/or HR experience
* Ability to work in a cross functional/matrix organisation
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| **Skills and Knowledge** | * High competence in relation to usual Microsoft applications e.g. Excel, Word, Outlook, PowerPoint
* Ability to communicate at all levels of the organisation
* Accurate data entry skills
* Good inter-personal skills, a welcoming and confident approach
* Excellent organisation skills
* Good judgement and the ability to keep sensitive information confidential
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| **Other factors** | * A commitment to providing high quality service
* Ability to work under pressure and to meet targets and deadlines
* Thorough and attentive to detail
* Able to use own initiative
* Able to prioritise and manage time effectively
* Proactive self-starter
* Flexible and can-do attitude
 | * Energetic & Enthusiastic
* Self-motivated
* Desire to make a difference
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