

Role:	Control Team Assistant
Department:	HR Delivery - Payroll & Compliance
Salary Range:	From £25,500 per annum
Responsible to:	Control Team Manager

Job Purpose:

Work as part of team in a fast-paced environment, accurately calculating and processing numerous client payrolls within the pre-defined timescales and agreed SLA's to ensure payrolls are compliant and statutory requirements are adhered to.

Ensure working relationships with internal and external customers are maintained by offering advice, solutions and information when required to sustain the high-quality professional service we provide.

Main duties and responsibilities:

- Process a number of payrolls allocated to you by the Control Managers on a monthly basis using Oracle/iTrent Systems, ensure calculations and interpretation of service conditions and salary reviews are accurate, to ensure that employees receive timely and accurate remuneration.
- Overseeing the checking, balancing, interfacing and distribution of reports to Cantium Business Solutions staff and external customers in accordance with published timetables for your allocated payrolls.
- Reconciliations and controls:
 - Submission of statutory returns in respect of PAYE, ensuring all defined target dates are met ensuring no penalty payments are levied.
 - Collation of data to ensure successful monthly and year end returns are made to HMRC and the Audit Commission, within allotted timescales, ensuring no penalty payments are levied.
 - Reconciliation and control of the bank accounts.
- Support the correct processing of deductions from pay in respect of court orders/unions/other bodies to ensure that they are passed for payment promptly within your allocated payrolls.
- Ensure that objectives agreed in Service Level Agreements are met, providing customers with a consistently high level of service.

- Maintain a good working relationship with internal and external customers, offering advice, solutions and information.

- Data extraction and collation for:
 - Teachers' Pensions contributions, to be returned to the appointed agents of Teachers' Pensions.
 - Statistics relating to payroll inputs and outputs for productivity analysis across pay groups, enabling comparisons to be made between HR Delivery teams and other organisations and the monitoring of performance standards.

- Support the Control Managers with User Accepting Testing (UAT) processing for system updates and upgrades.

- Participate in developing processes and procedures for effective support, and the provision of a quality service.

- Assist the Control Managers with the monthly production of the KPI pack for HR Delivery function for distribution to Senior Managers and Directors.

- To run Advance Payrolls as and when scheduled and reconcile monthly.

- Support the overpayments process within your allocated payrolls for the month, and ensure calculations are passed to the HR Ops team.

- Monitor output and errors levels for all HR Operations teams and feed back to Team Leaders and Team Managers.

- Support QA officer on processes such as KPIs and reporting and procedure reviews.

- Ensure all control processes are documented, updated and developed as and when necessary.

- Comply and be aware of the GDPR regulations and be aware of the sensitive information that you are dealing with.

Corporate Responsibilities

All senior executives and heads of service have an explicit responsibility to support the company in the delivery of its business plan. Providing support and guidance for its workforce and being a strong advocate of the company’s people strategy.

Description of Business

The company has several established traded brands which provide services to external organisations.

The company is dynamic and agile and is building a new service culture based on 4 key principles;

- Fast
- Connected
- Insight Driven
- Customer-Led

The business model and people strategy build on these principles and will reinforce the company’s reputation for delivering high quality back office services to its customers.

Person Specification

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Qualifications	<ul style="list-style-type: none"> • GCSE ‘A’ Level standard of education or a finance or business related professional qualification i.e. CIPP.
Experience	<ul style="list-style-type: none"> • Use of Oracle HR/Payroll on KCC payroll database and/or knowledge of running payrolls using MHR iTrent. • A minimum of two years recent experience of payroll functions within a large organisation running several payrolls. • Development and implementation of payroll procedures. • Assisting with UAT processing. • NHS payroll processing and knowledge of the ESR system. • Assisting with P11ds production and dealing with queries.
Skills & Abilities	<ul style="list-style-type: none"> • • Good organisational skills and initiative. • Good communication skills and work well within a team environment.

	<ul style="list-style-type: none"> • Able to establish effective working relationship. • Able to work to tight deadlines and under pressure. • The ability to react calmly and effectively to constant changing work situations and pressures at the highest level.
<p>Knowledge</p>	<ul style="list-style-type: none"> • Good organisational skills and initiative. • Good communication skills and work well within a team environment. • Able to establish effective working relationship. • Able to work to tight deadlines and under pressure. • The ability to react calmly and effectively to constant changing work situations and pressures at the highest level.