



JOB DESCRIPTION

Payroll Manager

- General:** The Rose Road Association is a Registered charity whose aims are to enhance the lives of disabled children, adults and their families by providing a wide range of essential, information and support services across Hampshire and the surrounding counties. The post holder will be expected to operate in line with our workplace values which are: Working Together, Person Centred, Trust and Respect, Pride and Passion, Quality and Standards, Fun and Celebration.
- Responsible to:** Head of Finance & Central Services
- Hours:** 30 hours per week
- Salary:** Competitive, depending on experience
- Conditions & Benefits** The Rose Road Association is an equal opportunities employer. All staff undergo regular Supervision and an annual appraisal.
Normal Association conditions of service apply:
- 25 days annual leave per annum, rising to 28 days after five years continuous service.
 - Contributory pension scheme
 - Paid sickness (following 3 months service)
 - Training and Development
 - Employee Benefit Programme, including 'help to buy' and childcare Vouchers
- Closing Date:** TBC
- DBS Check:** This post is subject to an Enhanced Disclosure by the Disclosure & Barring Service
- Qualifications:** Experience of managing and running an internal payroll function
- Purpose:** To manage the in-house payroll function of the organisation, processing the payroll for c. 180 employees (both full and part time)

PERSON SPECIFICATION – What we need from you?

Payroll Manager

Main Tasks:

Payroll Processing

- Assist with bringing the payroll function in-house and setting up the payroll software and data for go-live
- Manage end-to-end payroll process for the organisation's c. 180 employees
- Calculate and process employee payments, ensuring tax codes, overtime hours etc. are accurately updated into Sage 50 each month
- Develop payroll policies and procedures
- Manage the resolution of all employee payroll queries
- Complete HMRC returns, reconcile PAYE accounts and make payments to HMRC
- Complete end of year payroll reporting (P60s, P11ds, PAYE)
- Responsibility for the pension auto-enrolment process and ongoing compliance
- Liaise with HR, Respite and Community teams to ensure accurate input information is obtained for each month's payroll
- Work with the Respite and Community teams to improve the capture of payroll data using One Touch
- Develop financial payroll reports for use within the organisation
- Assist with other ad-hoc duties or projects as required

Knowledge and Skills

- Experience of running and managing an in-house payroll process
- Knowledge and practical experience of using Sage 50 payroll software
- Up to date knowledge of HMRC payroll legislation and regulations
- Ability to work to tight deadlines
- Excellent attention to detail
- IT Skills: Proficient in use of Excel, Word and Outlook

Behaviour

- Excellent communication and interpersonal skills, ability to work with other members of the organisation
 - Be able to provide excellent customer service to the organisation's employees
 - Excellent organisational skills, with ability to manage own workload to meet necessary deadlines
 - Ability to work flexibly to meet the demands of the payroll timetable
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This section outlines the things we need from a Payroll Manager. You'll see that we don't always need specific qualifications or experience, but you will need to be able to demonstrate certain personal qualities.

The essential criteria are things that you must have in order to do the job. Desirable criteria are the things that it would be useful to have or things that you could be trained to do.

Education and training	
Essential Criteria	Desirable Criteria
Experience of managing an in-house payroll process (at least 2 years)	
Experience of using Sage 50 payroll system (at least 2 years)	
Proficient in Microsoft Excel, Word and Outlook	

Achievements, experience, skills & abilities	
Essential Criteria	Desirable Criteria
Excellent communication skills	
Ability to prioritise and manage workload	
Excellent attention to detail	
Strong analytical skills	
Knowledge of HMRC payroll legislation and regulations	

Our Values – Why they are so important

Our focus is always on the children and young people we support, as well as their families, our employees and volunteers. Our Values are essential in providing a moral compass that guides actions and decisions, creating a shared culture, establishing trust, driving strategic direction, and infusing the organisation with meaning and purpose.

Values Framework Summary



Our Values:

Our five values have clear descriptions and identified behaviours that demonstrate what they look like in practice.

We are Trustworthy We build trust with the children, young people, and families we support – as well as our partners - by being dependable, reliable, and accountable in all that we do.

We are Kind

We understand and value the unique needs of the people that we support. Providing care and support with compassion and empathy.

We are Open & Honest

We foster an honest and open-minded culture and are transparent in both our decision making and communication.

We are Forward Thinking

We are committed to providing the highest quality of care, constantly seeking new, collaborative, and creative ways to deliver our services— encouraging everyone to be ambitious and to achieve their goals.

We are Professional

Flexible and agile in our approach, we uphold the highest professional standards to meet the needs of our children, young people, and their families.

The behaviours are split into three levels which are intended to be relevant and consistent throughout various roles within Rose Road.

Behaviours:

Our five values have clear descriptions and identified behaviours that demonstrate what they look like in practice. The behaviours are split into three levels which are intended to be relevant and consistent throughout various roles within Rose Road.

Job Descriptions include the different levels of each behaviour required which should be demonstrated throughout recruitment processes and ongoing employment.

Full details of the behaviours can be found in the 'Values Framework' document contained within the recruitment pack.

