JOB DESCRIPTION			
JOB TITLE:	Payroll Assistant	**REPORTS TO**:	Senior Finance Officer
DEPARTMENT:	Finance & Resources	**RATE OF PAY:**	£29,540 - £30,518 (NJC Points 14-16)
LOCATION:	Derry / Londonderry	**HOURS/WK:**	29.6
DATE:	October 2025		
ROLE PURPOSE:	To assist in the efficient running of the Finance Department in accordance with the Association's policies and procedures. This post will provide support to the work of the Executive Director of Finance, Financial Controller and Finance Managers in respect of general and financial administration. To ensure that all responsibilities are carried out in a timely and effective manner and that confidentiality is maintained in all issues relating to the work of the Finance & Resources Department and the Association.		
Key Area	**Key Activities**		
Payroll	To process weekly NI wages and monthly NI and ROI salaries correctly for approximately 625 employees, within specified timeframes and in accordance with employee's terms and conditions of employment and group policies and procedures, to include but not restricted to: • Collate, manually calculate, and enter various payroll payments and deductions on to the payroll software for payment, including overtime, night duty allowances, on call payments, enhancements, savings scheme, CIC Draw, GAYE, Union payments, Attachment of Earnings Orders, Direct Earnings Attachments, Pay in Lieu and outstanding holiday payments for leavers. • Attach new employees to the payroll system and add their permanent elements, e.g. basic pay rate, enter email address for payslips and attach bank details, add UK legislation i.e. NI code and tax code. Ensure new employees are added to scheme timesheets with correct Staff Number allocated. • Carry out detailed calculations on a variety of payroll elements to include statutory and occupational sick, maternity, and paternity leave. These must be in line with HMRC and group policies and entitlements, employees' individual contract of employment, and employees individual sick pay scheme depending on contract. • Implement new rates of pay and any back pay due to staff. • Carry out administration for group pension schemes with regards to leavers, retirement, redundancy, and amendments to hours. Calculate rates, complete and submit forms to pension providers in a timely manner. • Complete pension auto-enrolment process and prepare BACS reports in absence of Finance Officer. • Raise and submit orders for salary sacrifice providers in line with third party processes. • Complete an hours worked spreadsheet weekly to contribute to the Employee Cost Monitoring for schemes. • Issue payslips, P45s and P60s as required. • Liaise, raise, and respond to queries with all departments, staff, insurers and various third parties. • Enter payments for third parties to the Purchase Ledger system for payment within deadlines. • Keeping up to date on annual employment & HMRC legislation/rate updates.		

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Travel Records	• To process all travel and expense claims for the Association staff, checking mileage rate, cc of vehicle, authorisation, receipts and insurance cover. Enter to payroll system for payment. • To process all resident's travel calculations for the Association's Supported Living and Sheltered residents, checking transport costs and process payments received in respect of residents or other recoverable amounts. Issue monthly statements to residents.
Insurance	• Assist with managing the weekly changes to Association's insurance schedule. • Assist with the annual renewal of the property insurance policy for the Association.
General	• To assist with the Association's book-keeping systems and records. • To assist Finance Officers in the production of reports and deputise for certain areas in their absence. • To assist with induction and training of new staff around specific policies and procedures. • To complete all correspondence received from internal departments, housing schemes and external agencies in a timely manner. • To assist in gathering information, provide admin support, and undertake specific project for the Executive Director of Finance and other senior management. • To prepare correspondence and reports in relation to finance administration and carry out general word processing duties as required. • To undertake and complete all filing and folder management as required. • To assist with cover for all other functions within the department and deal with enquiries when deemed necessary. • To liaise with all other departments within the Association in respect of financial issues. • To cover reception/telephonist duties through relief rota. • Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work. • As and when required, prepare meeting rooms, provide refreshments, organize IT for internal and external meetings. Explain health and safety regulations, fire exits and smoking areas to third parties. • Work with internal and external auditors throughout the year gathering paperwork and providing information when required. No job description can cover every issue which may arise within the post at various times, this job description is not a rigid or inflexible document but provides guidelines regarding the duties expected while in post.