

Diocese of Brentwood

JOB DESCRIPTION

JOB TITLE:	PA to the HR and Finance Team
DEPARTMENT:	Human Resources
LOCATION:	Cathedral House
RESPONSIBLE TO:	HR Manager
ACCOUNTABLE TO:	Episcopal Vicar for Administration

OVERALL PURPOSE OF JOB:

To provide high quality administrative support for the HR Manager, Director of Finance and the Board and Board sub-committees, including minute taking, distribution of papers and post

To provide HR support to all central Diocesan departments, Parishes and employees on all aspects of HR, and to develop, improve and manage HR policies, processes and procedures. To assist with managing systems to support and monitor Employee and Clergy well-being.

To run the monthly payroll and ensure timely delivery of payroll information to the Finance Manager.

Provide secretarial support including distributing of papers, minute taking and post meeting follow-up as required at monthly Board Meetings.

MAIN RESPONSIBILITIES:

General Administrative Support:

- Providing administrative support for the Director of Finance and HR Manager
- Minute taker at Board and Sub-Committee meetings
- Arrangement of Board and Sub-Committee meetings, liaising with attendees as appropriate, ensuring papers are distributed on a timely basis.
- Upkeep and monitoring of Action and Decision logs.
- Supporting staff as a power user with office equipment/systems support, offering coaching as and when required.
- First line of contact for IT support providers in order to ensure that queries are answered and information provided on a timely basis

HR Administration:

- Process all new starters and leavers including production of drafting offer letters and employment contracts, induction packs, undertaking pre-employment screening, right to work, reference requests, Diocese handbook, leaver letters and holiday payments.
- Process all paperwork associated with employment changes and variations to contracts.
- Create and maintain all employee personnel files, ensuring archiving of leavers and cleansing of information held in line with the Data Protection Act/GDPR.
- Assist with any recruitment administration, job adverts, job descriptions, including employment applications and ensure safer recruitment practices are met
- Monitoring, replying to queries in the HR inbox
- Support the administration of HR statistics for the HR & Diversity Committee.

- To support the Parishes providing advice and guidance
- Support the HR Manager with all additional HR administration requirements.
- Minute Taking - HR Disciplinary/Grievance Meetings and Board meetings.
- Any other duties as required by the Diocese.

Payroll:

- As a payroll administrator you will be in charge of running the end to end payroll for approximately 194 members of staff on the payroll on a monthly basis for which training will be provided;
- To input/import payroll data to the SAGE system;
- Starters, Leavers and completion of all appropriate tax forms; P45's / P60's
- Knowledge and application of statutory rules in relation to SSP, SMP, SAP, SPP, redundancy payment and many other aspects of payroll processing;
- Maintaining compliance with HMRC;
- Month end payroll procedure and end of tax year submission to HMRC for Diocese and pension scheme;
- Monthly payroll element reconciliation and control reporting;
- Arrange 3rd party monthly payments i.e. CCJ's;
- Maintaining a detailed understanding of current payroll legislation with a proactive approach to apply daily in your work;
- You will also be involved with all things concerning pensions / auto enrolment.
- Dealing with employee payroll related queries;
- Ability to manually calculate PAYE and NI calculations when required
- Entering of variable pay / adjustments / special payments / overtime / deductions and all elements relating to pay.
- Maintaining all records relative to HMRC, Payroll, Auto enrolment Pensions and Teachers Pension,
- Deal with employee salary and payroll queries.
- Monitoring, replying to payroll queries in the payroll inbox
- Assist with reporting from payroll in line with HR and business requirements.
- Liaise with Parish Priests/line managers ensuring that the relevant authorisation is obtained for overtime payments as required.
- Any other payroll duties as required by the Diocese.

General Office Support:

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- Supporting staff as a power user with office equipment/systems support, offering coaching as and when required.
- Liaise with IT support providers to ensure that issues are resolved on a timely basis and training requirements are understood and delivered where appropriate.

Notes:

1. You will be expected to produce work to a high standard and to promote quality at all times.
2. You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
3. The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
4. You will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.
5. If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct
6. Smoking is not permitted while on duty or in uniform (where this is worn).
7. Employees must be prepared to work flexibly to meet the changing needs of the organisation.

EQUAL OPPORTUNITIES

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

CHANGES TO THIS JOB DESCRIPTION

1. Any changes to job descriptions must be operationally required and approved with the staff member, line manager and then authorised by the Senior Manager and HR.
2. Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.
3. No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.
4. The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

Date of Job Description:

Post-holder in receipt and agreement of job description:

Signature

Name (please print).....

Manager's Signature

Name (please print).....

Review date

PERSON SPECIFICATION

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
GCSE grade 5 (C) or above in 5 subjects incl. English and Maths	✓	
CIPD or CIPP qualification		✓
IT Literate		✓
SKILLS AND EXPERIENCE		
You will be required to have effective computer and IT skills, including extensive use of Microsoft Office and a working knowledge of payroll systems such as Sage 50 Payroll/iTrent/BrightPay		✓
Demonstrable experience providing HR support at all organisation levels		✓
Experience of collating and analysing data to provide HR reports		✓
Excellent accuracy/attention to detail	✓	
Good interpersonal skills and the ability to handle queries from a wide range of people	✓	
The ability to handle sensitive issues and confidential information with tact and diplomacy	✓	
Sympathetic listener able to detect underlying issues and respond to, and understand, feedback	✓	
Ability to manage relationships through influencing, collaborating and liaising	✓	
Experience of payroll processing		✓
Shows a willingness to learn from others and increase own knowledge base.	✓	
Takes responsibility for own tasks and proactively looks for opportunities to increase responsibility.	✓	
Problem Solving & Judgment	✓	
Shows the ability to identify and analyse the situation through gathering relevant information to understand the root cause.	✓	
Determines the potential impact and implications of issues and takes appropriate action to avoid future recurrences.	✓	
Knows when it is appropriate to resolve matters and offer solutions themselves and when it is critical to escalate to others.	✓	
Checks, verifies and reconciles information to ensure no mistakes are made and work is completed to the highest possible standard.	✓	
Able to explain issues and ideas succinctly, using appropriate mediums and language, to ensure others understand.	✓	
Always ensures that the relevant people are kept informed	✓	
Planning & organising - plans own time to meet tight	✓	

deadlines and is flexible when priorities change.		
Minute Taking including preparation and distribution of Board Papers as required.		✓

KNOWLEDGE

Thorough understanding of all Payroll processes		✓
A good knowledge of Microsoft Word, Excel, PowerPoint and Outlook	✓	
Up to date knowledge of Immigration and Safeguarding related legislation		✓
Up to date knowledge of current employment legislation and HR best practice (including GDPR)	✓	

ADDITIONAL REQUIREMENTS/INFORMATION (e.g. hours, shift work, travel)

Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese.	✓	
Ability to travel to all Diocesan sites and others that are deemed necessary in fulfilling the role.	✓	