

Job Description and Person Specification

Job title	Payroll Officer
Project base	Remote
Hours & salary	22.5 hours per week – over 4 or 5 days £27,406 to £30,375 pro rata
Accountable to	Finance Manager

About Emerging Futures CIC

Emerging Futures began in 2014, born from a belief that recovery is possible for everyone, and that those who have walked that path should lead the way forward.

From modest beginnings, Emerging Futures expanded across the UK, to a growing and diverse team of staff and volunteers, many with lived experience themselves. Offering support to people affected by homelessness and drug and alcohol use, Emerging Futures has helped thousands through housing, coaching and therapeutic programmes.

Using compassion and courage, Emerging Futures believes that recovery is not just a word, it's a promise that anything is possible. Together, we're working for a world where everyone has somewhere to live, something to do, and someone to love.

About the role

As Payroll Officer you will be responsible for the accurate and timely processing of the monthly payroll and expenses. This role is a key part of a small finance team and you will work closely with the Finance Manager, Finance Officer and HR to ensure that payroll and expenses are accurate and compliant.

This role is ideal for someone who is looking to develop into a Payroll Manager position in the next 12-18 months, we are looking to support someone who will grow with us into that position.

All of the finance team work remotely, and so you will be able to organise yourself well independently, and have excellent communication skills both over email and video calling or the telephone.

Principal duties and responsibilities**Supporting those around you**

- Work closely with HR to ensure payments are compliant with the relevant legislation.
- Work closely with all employees and managers to ensure payroll is accurate and that deductions or other changes to pay are well understood.
- Handle employee payroll inquiries and resolve discrepancies promptly and professionally

Service delivery & performance

- Work with the Finance Manager to ensure the monthly payroll is completed accurately and on time, with all relevant submissions and payments made.
- Review and process expenses weekly, ensuring compliance with policy and accuracy of data.
- Administer the company pension scheme
- Work to continuously improve our payroll process and suggest changes to our HR system to support this.

Generic duties and responsibilities

Confidentiality

Service user, volunteer and staff information is confidential. It is a condition of employment that staff do not use or disclose any confidential information obtained in accordance with data protection legislation.

Code of Conduct

All staff are expected to adhere to all EF's policies and procedures that establish standards of good practice and follow any codes of conduct which are relevant to their own profession. Staff will promote and ensure adherence to Equality of Opportunity policies and anti-discriminatory practice, demonstrating EF's commitment to valuing diversity.

Privacy & dignity

Staff should respect service user/family/carer's diversity, cultural needs and privacy.

Safeguarding

All staff have a duty to safeguard and promote the welfare of service users, volunteers, their families and carers. Staff have a duty to ensure they are familiar with safeguarding policies, attend safeguarding training and know who to contact if they have concerns about an adult or child's welfare.

Health & safety

EF has a duty of care to employees and will ensure that, as far as is reasonably practicable, adequate training, facilities and arrangements for risk avoidance are in place. All employees are required to comply with relevant Health & Safety legislation and policies relating to Health & Safety and Risk Management

Professional development

Staff must be committed to their professional development and keep up-to-date with relevant developments and legislation in the sector.

Skills and experience

Essential	Desirable
At least 3 years experience of processing payroll	A relevant payroll qualification (CIPP Payroll Specialist or equivalent)
Experience of payrolls of over 100 employees	Significant experience with weekly or more complex payrolls with over 250 heads
A strong understanding of relevant UK legislation around SSP, SMP, SPP, DEA, deductions and statutory redundancy	Experience with Sage 50 Payroll
Experience of administering a pension scheme	
Excellent communication skills, clearly able to explain payroll terminology to non-payroll professionals	An inquisitive attitude
Excellent attention to detail	Experience of processing expenses
Able to work independently from home	