# PROVIDENCE ROW HOUSING ASSOCIATION

# JOB DESCRIPTION

**Post:** Payroll and HR Administrator

**Responsible to:** Human Resources Manager

**Key Accountabilities:**

* Administrating payroll systems and maintaining records relating to staff such as salary changes, starters and leavers in addition to management reports.
* To provide general administrative support to the Human Resources Manager, specifically managing the processing of HR documents such as contracts of employment, Disclosure and Barring applications, probation and appraisal forms, recruitment requests, learning and development.

**Your responsibilities as the Payroll and HR Administrator will include:**

* Check timesheets, and input hours and cost codes on to the payroll system.
* Review and make any necessary changes within the payroll cycle.
* Being the first point of contact for employees on any HR related queries
* To maintain and update the HRIS, as well as manage various HR documents, and internal databases.
* Preparing and amending HR documents where necessary i.e. employment contracts
* Following up on queries e.g. reference requests, DBS disclosure applications, recruitment agencies.
* To advertise current jobs, arrange the interviews and selection processes with the recruiting manager, as well requesting references and issuing offer letters.
* Providing HR statistics from the relevant HR Information systems
* Issuing letters, forms, contracts and other template documents on behalf of the HR manager
* Overseeing the administration for Learning and Development, i.e. managing the annual Learning & Development Plan and booking and arranging training courses.

#### General responsibilities

* To work within the guidelines of GDPR and data protection legislation
* To ensure the implementation of the Association’s equalities and diversity policy in all areas of work.
* To comply with the policies and procedures of PRHA
* To provide routine HR Information to managers and staff
* To observe confidentiality at all times
* Other duties as and when agreed by the Human Resources manager

**Skills and competencies**

* Degree desirable but not essential, proven track record of Payroll and HR Administration
* Seeking to/or working towards CIPD accreditation
* Previous payroll administrative experience required
* Good communicative and relationship building skills
* Understanding of software systems, preferably HRIS
* Computer literate with programmes such as word, excel, etc.
* Understanding of employment law
* Organisational skills and ability to prioritise
* Interpersonal with good communicative skills