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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A | **Post Details** | | | | | | | | | | | | | | | | |
|  | Job Title: | | Payroll Input and Admin Support | | | | Function: | | | Human Resources | | | | | | | |
|  | Location: | | Ashford | | | | Unique Post Numbers: | | |  | | | | | | | |
|  | Reports To: | | Payroll & Systems Manager | | | | Grade: | | | ASG | | | | | | | |
| B | **Purpose of the Job** | | | | | | | | | | | | | | | | |
|  | Accurate & timely processing of payroll input data. | | | | | | | | | | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | | | | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7 | Input of time and attendance data.  Input of expenses claims, allowances and bonuses.  Monitor & input Personal Daily Travelling Allowance (PDTA).  Input of Statutory Sick Pay, allied with company sick pay in accordance with contractual entitlements.  Investigation and resolution of pay queries, including the issue of Pay Vouchers where applicable.  Inputting sickness absences into the system and contacting managers for self certificates and fit notes when they have not been sent in.  Support the Payroll and Systems Manager with any other administrative tasks. | | | | | | | | | | | | | | | | |
| D | **Safety Responsibilities** | | | | | | | | | | | | | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | | | | | | | | | | | Yes |  | | No | | **🗸** |
| D2 | This is a KEY SAFETY POST | | | | | | | | | | | Yes |  | | No | | **🗸** |
| D3 | This post requires SECURITY CLEARANCE | | | | | | | | | | | Yes |  | | No | | **🗸** |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | | | | | | | | | | | Yes |  | | No | | **🗸** |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | | | | | | | | | Yes |  | | No | | **🗸** |
|  |  | | | | | | | | | | | | | | | | |
| D6 | The post holder has the following specific safety responsibilities: | | | | | | | | | | | | | | | | |
|  | * None | | | | | | | | | | | | | | | | |
| E | **Decision making Authority** | | | | | | | | | | | | | | | | |
| E1 |  | | | | | | | | | | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the Job** | | | | | | | | | | | | | | | | |
| F1  F2 | Accurate and timely completion of data when under pressure.  Contacting managers to get the necessary forms required for the payroll system. | | | | | | | | | | | | | | | | |
| G | **Person Specification:** | | | | | | | | | | | | | | | | |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us. For these reasons we look for evidence of Southeastern values in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These are We care passionately about people  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) : | | | | | | | | | | | | | | | | |
| G1 | Experience, Knowledge & Qualifications – Essential Detailed knowledge of contractual terms and conditions of all grades of staff employed by Southeastern.  Knowledge of payroll systems.  Computer literate with a basic knowledge of Excel and Word. | | | | | | | | | | | | | | | | |
| G2 | Experience, Knowledge & Qualifications – Desirable | | | | | | | | | | | | | | | | |
| G3 | Behaviours and Skills – Essential Good planning and organising skills and the ability to meet deadlines.  A flexible co-operative approach to work.  Good written and verbal communication skills.  Able to use own initiative, but also to work as a team.  Excellent attention to detail. | | | | | | | | | | | | | | | | |
| G4 | Behaviours and Skills – Desirable | | | | | | | | | | | | | | | | |
| H | **Dimensions of the Job** | | | | | | | | | | | | | | | | |
| H1 | Financial – Direct: | | | | | Nil | | | | | | | | | | | |
| H2 | Financial – Other: | | | | | Company Payroll | | | | | | | | | | | |
| H3 | Staff Responsibilities – Direct: | | | | |  | | | | | | | | | | | |
| H4 | Staff Responsibilities – Other: | | | | | All company employees | | | | | | | | | | | |
| H5 | Any Other Statistical Data: | | | | |  | | | | | | | | | | | |
| I | **Authorisation Details** | | | | | | | | | | | | | | | | |
| I1 | Prepared By: | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | Date: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| I2 | Approved by (Head of Department): | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | Date: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **J** | **Job Description Briefing** | | | | | | | | | | | | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | | | | | | | | | | | | |
|  | Name of post holder: |  | | | Signature: | | |  | | | | | | Date: | |  | |
|  | Name of briefing manager: |  | | | Signature: | | |  | | | | | | Date: | |  | |
| **K** | **Nominated Deputy for Safety requirements** | | | | | | | | | | | | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | | | | | | | | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | | | | | | | | | | | | |
|  | Name of nominated deputy: |  | | | Signature: | | |  | | | | | | Date: | |  | |
|  | Name of briefing manager: |  | | | Signature: | | |  | | | | | | Date: | |  | |