

PAYROLL AND HR ADMINISTRATOR

Role description



Contract: Part-time, permanent

Basic hours per week: 7 hours per week – worked flexibly as agreed. Potential for further hours.

Salary: £24,500 – £26,500 FTE, depending on experience

Office location: Remote. Office/hybrid working is available if preferred.

Training: Ideally, induction training to be completed at the office.

Reports to: Head of Finance and Head of Staff

The Society of Authors (SoA) is the UK trade union for all types of writers, illustrators and literary translators, at all stages of their careers. We have been advising individuals and speaking out for the profession for more than a century. Some of our small staff team are based at our London office in Bloomsbury, while others work remotely across the UK.

THE ROLE

We are looking for an experienced Payroll and HR Administrator to support our Head of Finance and Head of Staff. The successful candidate will provide flexible support working part-time from home.

RESPONSIBILITIES

Payroll

- Manage the payroll process from start to finish using Sage 50 Cloud payroll.
- Process starters, leavers and all amendments to payroll in a timely manner and ensuring that both the payroll and HR systems are up-to-date.
- Ensure that the payroll is accurate and that all monthly payments (staff, HMRC and pensions) are actioned on time.
- Ensure all monthly absences are recorded (on both payroll and HR systems) and that any related statutory payments are made.
- Provide monthly and ad hoc payroll reports to the Head of Finance.
- First point of contact for all payroll queries and resolving these.
- Process payroll year-end including P60s and P11ds.
- Manage the administration of benefits including pension and private healthcare schemes.
- Ensure that any changes in legislation affecting payroll are implemented.
- Process documents and forms ensuring compliance with data protection and privacy policies.

Recruitment

- Obtain quotes and post adverts on various job boards and recruitment channels in a timely and accurate fashion, ensuring broad and inclusive exposure for vacancies.
- Post vacancies on the SoA website and share with the Comms team for SoA social channels.
- First point of contact for candidate queries, creating a positive first impression and ensuring that all requests for information are responded to swiftly and professionally.
- Manage the blind recruitment process and support with the shortlisting/interview and selection logistics, including scheduling Zoom meetings, room bookings (if in person), coordinating diaries and preparation of relevant materials.
- Provide support and information to the hiring managers throughout the process.

- Coordinate interview set-up, including finalising the schedule, calling candidates, sending invites and liaising with line managers to ensure that all paperwork is sent prior to interview.
- Ensure compliance with the SoA's Inclusive Recruitment and Selection Policy. Send all candidates the diversity monitoring form for completion.
- Ensure all applicants are informed of the progress and outcome of their application.
- When inducting new starters, to take copies of candidates' identification and right to work, ensuring appropriate accuracy and storage direct to BrightHR.

Onboarding, Contracts and New Starter Administration

- Send reference requests for all successful candidates, chasing responses and passing on to the relevant hiring manager.
- Following role acceptance, send required new starter information to every new starter and ensure that all information is received, along with all necessary evidence so that the employee record can be produced before their first day.
- Support with the administration of medical questionnaires for newly appointed staff.
- Obtain checks for consultants and temporary staff and keep records of these.
- Enter all relevant information into BrightHR for new starters, preparing and sending employment contracts via SignRequest and ensuring timely signature and return before their start date.
- Liaise with the Office Manager to ensure new starter equipment is organised for their first day. Inform staff of new starters in the Weekly Brief.
- Support with the organisation of induction training and onboarding.

General Human Resources Administration

- Compile and send the Weekly Brief staff newsletter via Microsoft Sway (Mondays).
- As needed, process contract variations through BrightHR, ensuring the correct authorisations are in place, accurate information is entered, and the relevant paperwork is issued to employees.
- Update HR records for audit and compliance purposes.

The duties above outline the broad areas of responsibility of the role. The SoA reserves the right to vary these duties to suit the requirements of the business.