Exemplar Health Care

# Payroll Specialist

## Job description and person specification

**As a Payroll Specialist, you'll be responsible for you'll be responsible for delivering a timely, accurate and compliant payroll service that supports our colleagues and ensures smooth payroll operations across the organisation.**

This is an extremely rewarding role where you'll play a huge part in making *every day better* for adults living with complex needs.

It's a varied role, but your main responsibilities include:

### Payroll processing

- Processing end-to-end payroll independently whilst meeting strict deadlines.
- Managing starters, leavers, statutory payments (SSP, SMP, SPL) and all relevant deductions (PAYE, NI, court orders, student loans, salary sacrifice).
- Downloading and applying tax codes, student loans and post-graduate loans via the Government Gateway.

### Data management & compliance

- Managing the data flow between HR and Payroll systems, ensuring accuracy and audit trails.
- Completing reconciliation checks, variance analysis and payroll output audits for each pay period.
- Ensuring compliance with GDPR and maintaining strict confidentiality of payroll information.
- Processing Real Time Information (RTI) submissions to HMRC.

### Pensions, queries & collaboration

- Carrying out pension auto-enrolment duties, contribution uploads and monthly reconciliations.
- Managing the payroll inbox, handling queries and escalating issues where necessary.
- Liaising with the HR and Finance teams to ensure efficient processes and compliance.

- Developing strong business relationships across core homes to support high-quality payroll operations.

## Who you are

**Just like the people we support, every member of our team is different and offers something new. Yet there are some characteristics you'll need to be a great Payroll Specialist.**

You'll be the kind of person who:

- ensures accurate and timely payroll processing
- demonstrates strong working knowledge of PAYE, NI and auto-enrolment legislation
- uses excellent IT skills, including Microsoft Excel
- communicates effectively with colleagues across multiple teams
- works confidentially, respecting the sensitivity of payroll information
- builds positive relationships and handles queries professionally
- manages competing deadlines with strong organisation and time management
- contributes to a supportive, collaborative team environment.

### Our values – and yours

The values we hold tell you what it's like to work at Exemplar Health Care. It's important every team member makes them part of everything they do.

To be a successful **Payroll Specialist**, you'll need to show us you share our values:




Each of these values is crucial.

Yet no matter your role, we expect you to make life fun for our people and your colleagues.

To understand more about what fun means to us and how we make it happen, take a look at what we're up to on our Facebook page.

## Your qualifications and training

**It's great if you have experience managing the full end-to-end payroll process and qualifications such as GCSE English and Maths (Grade C/4 or above).**

From the moment you join us, you'll be given the right support and you'll continue to learn on the job during your career with us.

### Induction

Our welcome induction covers everything, from mandatory and statutory training to the things you need to know about the home you'll be part of.

You'll have training in key areas such as moving and handling, safeguarding, person-centred care, and infection prevention and control.

### Ongoing learning

You'll have regular supervisions and performance development reviews with your manager.

Together, we'll celebrate your achievements, address any issues, and look at your progress and career aspirations.

You'll be given plenty of opportunities to learn more and advance your career, if you wish.

**We ask that you:**

- attend and complete your induction
- take part in all planned training we offer, both eLearning and face-to-face
- continue to learn on the job, especially during your first few months with us
- go to your supervisions and performance development reviews when your manager invites you
- commit to learning and keep your skills and knowledge up to date.

## Who we are

**At Exemplar Health Care, we provide nursing care for adults living with a range of complex needs arising from dementia, neuro-disabilities (including brain injuries and Huntington's disease), mental health conditions and physical disabilities**.

We also have a number of registered services to support people with a learning disability.

Exemplar Health Care has more than 50 care homes across the UK, where the people we support, their needs and their stories are all different.

Yet in all of our homes, one thing remains the same: our Health Care Assistants empower people to maximise their independence and live life to the fullest.



## Our mission

To make *every day better* for the people we support, and our colleagues.



## Our vision

That adults living with complex needs can access outstanding care and support, in a community-based home that's close to their family and friends and focused on their personal goals and outcomes.

## Person specification – Payroll Specialist

| Qualifications and experience | Essential | Desirable |
|---|---|---|
| Experience running end to end payroll | ✓ | |
| Knowledge of PAYE, NI & auto enrolment | ✓ | |
| CIPP membership or qualification | | ✓ |
| Knowledge of SOX compliance | | ✓ |

| Skills | Essential | Desirable |
|---|---|---|
| Experience with multiple payroll systems | | ✓ |
| Strong Excel and IT skills | ✓ | |
| Excellent attention to detail | ✓ | |
| Ability to work to deadlines | ✓ | |
| Strong communication skills | ✓ | |
| | | |

| Personal qualities and behaviours | Essential | Desirable |
|---|---|---|
| Demonstrates the Exemplar Health Care values | ✓ | |
| Professional, confident and reliable | ✓ | |
| Able to work independently and as part of a team | ✓ | |
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**If your application is successful, you'll be required to follow our data protection, health and safety, and safeguarding policies. Full training will be provided.**

## Health and safety

**As an employee of Exemplar Health Care, you have a duty under the Health and Safety at Work etc. Act 1974 to:**

- take reasonable care of your own health and safety and that of all other persons who may be affected by your acts or omissions at work
- co-operate with your employer to ensure compliance with health and safety legislation, policies and procedures
- observe and follow all health and safety rules, regulations and codes of practice
- recognise the rights of the people we support to take risks to promote their own recovery
- not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare, in pursuance of any of the relevant statutory provisions
- report all accidents, dangerous occurrences, incidents and hazards in line with company policy
- respect confidentiality relating to information gained through employment with the organisation and ensure information is not disclosed to any unauthorised person/agency.

## Safeguarding

**Exemplar Health Care is committed to safeguarding all children and vulnerable adults, and expects all colleagues and volunteers to share this commitment.**

As an Exemplar Health Care employee, you have a duty to protect our residents and colleagues from any form of abuse or neglect.

When delivering care and support, colleagues are required to comply with the requirements of legislation relating to care in the UK, including the Care Act 2014, the Mental Capacity Act 2005 and the Deprivation of Liberty Safeguards (DoLS).

You'll learn more about safeguarding in your induction, but it might be helpful to do some research before you start working with us.

To comply with Exemplar Health Care's safeguarding children policy and abuse and safeguarding policy, all colleagues (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults.

### This requires you to:

- familiarise yourself, and comply with, local child protection procedures and protocols for promoting and safeguarding the welfare of children and young people
- familiarise yourself, and comply with, local multi-agency safeguarding vulnerable adults plans and procedures
- familiarise yourself, and comply with, protocols and systems for information sharing
- know how to report safeguarding concerns
- participate in required training and supervision
- comply with required professional boundaries and codes of conduct.

You'll learn more about safeguarding during your induction and will be shown all relevant policies and procedures.

## Data protection

**At all times, you must respect the confidentiality of information in line with the requirements of the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018.**

This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

You'll learn more about data protection, as relevant to your role, during your induction.