

Centre for Independent Living NI

Payroll Administrator

Recruitment Pack

November 2018

Linden House, Beechill Business Park, 96 Beechill Road, Belfast BT8 7QN

Tel: 028 9064 8546 Fax: 028 9064 0598

Contents

Chief Executive's introduction	3
About the Centre for Independent Living NI	4
Job description	5
Person specification	6
Summary terms of appointment	7
Application process	8

Separate Attachments

Application Form
Equal Opportunities Monitoring Form
Criminal Records Check Consent Form

1. Chief Executive's introduction

Thank you for your interest in joining the team at the Centre for Independent Living NI (CILNI). CILNI is an organisation supporting disabled people across Northern Ireland in their independent living choices and in particular provides a range of services for people using or considering using Direct Payments or Self Directed Support. It has 30 staff working from four area offices with a turnover of approximately £800,000 per annum.

CILNI is currently seeking a Payroll Administrator to join its payroll team. The payroll service is used by over 1,800 disabled people who employ over 4,000 personal assistants. The team is responsible for administering and processing payrolls on behalf of the service users ensuring that each stage of the payroll process is actioned properly; that all personal assistants are paid correctly; and that appropriate and accurate information is provided to the Payroll Service Manager, service users and appropriate statutory bodies.

The post holder will undertake key tasks which ensure that CILNI delivers an efficient, accessible and user friendly service which makes life easier for the service users.

If you like the sound of this challenge and have the credentials and self-confidence to rise to it, then we'd love to hear from you. We would especially encourage applications from disabled people.

Come and be part of something exciting.

Best wishes

Bryan Myles
Chief Executive

2. About the Centre for Independent Living NI

We work together to enhance independence.

Our vision is to create a world where disability is not a disadvantage, as envisaged by the social model of disability.

Our mission is to deliver a range of quality services, which meet the needs of disabled people in Northern Ireland in a manner which facilitates their right to independent living in an inclusive society

Our five values how we work

- *Teamwork* - providing support to one another, working collaboratively and co-operatively, respecting one another's views and making our work environment an enjoyable and rewarding place to work
- *Excellence* - always striving for excellence and quality in everything we do
- *Commitment* - working with urgency and commitment to achieve best possible outcomes for members, clients and the organisation
- *Professionalism* - at all times acting with integrity and expertise, providing a quality service and being reliable and responsible

CILNI in numbers

- We have been operating for 16 years
- We dealt with over 9,000 enquiries to our information and advice service in 2017/18
- We have over 1,800 payroll service users
- We are governed by a Management Committee of 7 members selected from the CILNI membership
- We employ 30 staff across Northern Ireland
- We have four offices; our head office in Belfast with other offices in Armagh, Magherafelt and Omagh
- Our annual income in 2017/18 was approximately £800,000

3. Job description

Role:	Payroll Administrator
Accountable to:	CILNI Payroll Service Manager
Annual Leave:	20 days per year plus public holidays
Location:	CILNI Head Office, Belfast

Job Purpose

As part of the payroll team the post holder is responsible for administering and processing the payroll for the service users ensuring that each stage of the payroll process is actioned properly; that all staff are paid correctly; that appropriate and accurate information is provided to the Payroll Service Manager, service users and appropriate statutory bodies.

Main Responsibilities:

- To work as part of the payroll team undertaking administrative, advisory and payroll duties to ensure that processes and systems are completed to a high standard.
- To ensure that all payrolls are processed within the required timeframe and to liaise with other teams on matters relating to payroll.
- To ensure that all pension administration, including Auto Enrolment processes are carried out in an accurate and timely manner.
- To keep up to date with regulations relating to employment and pension issues.
- To ensure that service user's records are accurate and up to date and that all requirements and procedures relating to their payrolls are being followed.
- To liaise with HM Revenue & Customs and other statutory bodies as and when required.
- To reconcile service users' payrolls ensuring that all new joiners are added to the payroll, leavers removed at the correct time and all payroll instructions are actioned in an accurate and timely manner.
- To ensure that all FPS and EPS returns are made to HMRC and pension providers in an accurate and timely manner.
- To carry out other duties considered mutually reasonable by the post-holder and line manager.

This job description is intended to give a general outline of the main duties of the post.

4. Person Specification

The Person Specification shows essential skills, abilities, knowledge and qualifications required to be able to carry out the duties of this post. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

Qualifications

- No specific requirement – a recognised payroll, accountancy or proven equivalent qualification will be an advantage

Experience and Knowledge

- A track record in a finance or payroll post including the use of a computerised payroll system involving all aspects of payroll
- A knowledge of payroll systems, taxation / national insurance rules
- Experience in administration of auto-enrolment will be an advantage
- Experience of operating a payroll within a payroll bureau environment will be an advantage

Personal Attributes and Skills

The successful candidate should have following personal qualities or skills:

- IT proficiency in the basic functions of MS Word and experience in using MS Excel at intermediate level and ability to use and adapt quickly to new technology
- Good interpersonal and communication skills which are applicable to a range of colleagues and service users
- Good analytical and numeracy skills
- Exemplary customer service skills and a team player
- Able to work flexibly and work necessary hours to meet the demands of the position
- Able to process a high volume of detailed work in a short time frame
- Accuracy and an eye for detail, with a meticulous, systematic approach to problem solving
- Trustworthy with the ability to deal with confidential information
- A positive and good humoured nature
- Commitment to equal opportunities and CILNI ethos

5. Summary terms of appointment

Contract Type

This is a permanent full-time position, confirmed after the satisfactory completion of a six month probation period

Location

The normal place of work is CILNI's office in Belfast

Contracted Hours

35 hours per week, excluding lunch breaks. Office opening hours are 9am - 5pm, Monday to Friday

Salary

£16,000 – 20,000

Pay date

By the last day of each month

Pension

The employer's pension contribution is three per cent of annual salary

Summary of Benefits

- 20 days paid leave per annum and 1 extra day per year of service up to a maximum of 25 days, plus public holidays
- 11 days paid bank holiday leave per annum
- Occupational sick pay scheme
- Employer funded health plan (under review)
- Free on-site car parking

6. Application Process

Tips on Completing the Application Form

- Make it easy for us! When we read your application we are looking for evidence that you have the skills and experience listed in the **person specification**. We read your application carefully but it makes it much easier for us if you set out your evidence as clearly as you can in the supporting statement section of the application form. You can do this by taking each element of the person specification and providing a few sentences under each to explain how you meet that particular requirement.
- Spell it out. If you say for example that you have been a training co-ordinator we cannot assume you have the skills to deliver training. You might have booked people onto the course. You need to say that you have delivered particular training courses to whom and in what circumstances.
- Give evidence rather than assertions. A statement “I am a great communicator” is not evidence. The following statement is better: “When I was working at [job] I had to explain [subject] clearly and simply to clients. Client feedback showed that they understood what I told them and valued my style”. That way we can see more clearly what you think good communication is and how you know you are a good communicator.

Application Form

If you would like to apply for this position please note the following information.

- Application forms will only be considered if they are word processed.
- Handwritten application forms will not be accepted.
- All sections of the application form must be completed in full and all information which is sought must be provided.
- Application forms received after the closing date will not be considered.
- CV's will not be accepted.
- Canvassing will disqualify.
- Evidence of educational and professional qualifications will be examined prior to appointment. If any of your qualifications are 'equivalent to' those stated on the Person Specification please provide evidence to show that your qualification is equivalent (i.e. examining body confirmation).
- Completed application forms should be submitted to **vivienne@cilni.org** or to the CILNI office in Belfast. Contact details are on the front page of the Information Pack. If returning applications by email typing your name in place of the signature is acceptable.

Reference Checks

We carry out rigorous reference checks on all potential employees and may make contact with previous employers for up to 10 years. Referees may be approached if you are shortlisted for interview, unless you specify otherwise.

Equal Opportunities Monitoring Form

- Please return the Equal Opportunities Monitoring Form with your application.

- We request this information to help us promote equality of opportunity in employment for all job applicants, regardless of sex, marital status, disability, community background or ethnic origin.
- Our recruitment policy operates on the merit principle, i.e. we select the best person for the job. Only the job application form is considered by our recruitment panel, who shortlist and interview for vacancies. The monitoring questionnaire is retained for compiling statistical information.

Vetting

Please return the Criminal Records Check Consent Form with your application. The successful applicant may be required to complete an Access NI check prior to the confirmation of appointment. Please be advised that the Centre for Independent Living adheres to the Access NI Code of Practice.

Closing Date

- Closing date for applications is **Friday 18th November 2018**

Candidates invited to interview should let us know immediately if they have any special requirements.