

st michael's hospice

JOB DESCRIPTION

Date: October 2025

Job Title: Interim Payroll and Pensions Lead

Job Location: St Michael's Hospice

Reports to: Senior Financial Analyst and Payroll Manager

Accountable to: Finance and Facilities Director

1.0 MAIN PURPOSE OF THE ROLE

Payroll

To support the Senior Financial Analyst and Payroll Manager, to manage the in-house payroll and pension end to end processes ensuring accurate calculation of timesheets and in year changes using Sage Payroll software. Ensure compliance with HMRC and other statutory regulations, including PAYE, NI, pensions

To support the migration of the payroll function to a Payroll Bureau service, with a planned go-live date of 1st April 2026.

Accounts

Support the Finance and Facilities Director and the Senior Financial Analyst and Payroll Manager in the processing of accounts data, ensuring accuracy and timeliness of processing.

To provide advice and support to the Finance Assistants as necessary.

2.0 PRINCIPAL RESPONSIBILITIES

Payroll

- 2.1 Act as the primary point of contact for all payroll and pension-related enquiries.
- 2.2 Liaise closely with the HR department to ensure accurate and timely exchange of employee data affecting pay and pensions.
- 2.3 Reconcile monthly timesheets against contracted hours, including enhancements for unsocial hours worked.
- 2.4 Prepare and maintain payroll spreadsheets, ensuring all updates from HR are accurately implemented.
- 2.5 Input payroll data into Sage Payroll in line with strict monthly deadlines, ensuring readiness for authorisation and payment.
- 2.6 Distribute payslips to staff and respond to payroll queries in a timely and professional manner.

- 2.7 Process month-end and year-end returns, including RTI submissions to HMRC, in accordance with statutory deadlines.
- 2.8 Maintain accurate records of employee absences in Sage Payroll for statutory benefit calculations (e.g. SSP, SMP, SPP).
- 2.9 Liaise with external pension providers, including the NHS Pension Scheme and the Hospice's own scheme, ensuring accurate data input and employee support.
- 2.10 Ensure full compliance with statutory payroll and pension regulations, contributing to the interpretation and implementation of legislative changes.
- 2.11 Work with the Senior Financial Analyst and Payroll Manager to resolve payroll issues within internal financial controls and audit requirements.
- 2.10 Administer payments to Bank staff in line with statutory requirements.
- 2.11 Manage Auto Enrolment processes in compliance with pension legislation.
- 2.12 Collaborate with HR and Education teams to ensure compliance with Apprenticeship Levy regulations.
- 2.13 Support the migration of the Payroll process to an external Payroll Bureau, ensuring employee data and pay records are accurately transitioned to a new system, maintaining confidentiality and GDPR compliance.

Accounts Team

- 3.1 Support the accounts team in the day-to-day processing of financial transactions, including purchase and sales ledger entries.
- 3.2 Assist with invoice processing, payment runs, and bank reconciliations.
- 3.3 Maintain accurate and up-to-date financial records and documentation.
- 3.4 Help prepare financial reports and assist with month-end and year-end processes.
- 3.5 Respond to internal and external queries in a timely and professional manner.
- 3.6 Liaise with suppliers and customers to resolve account discrepancies.
- 3.7 Provide administrative support to the finance team, including filing, data entry, and document management.

3.0 ADDITIONAL RESPONSIBILITIES

- 3.1 To carry out duties with full regard to the Company's Equality and Diversity Policies.
- 3.2 To act as a responsible individual in relation to Health and Safety and be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors, staff and volunteers.
- 3.3 To ensure that all duties are carried out to the highest standard, and in accordance with current quality initiatives within the work area.
- 3.4 To carry out any other duties, within an appropriate level of responsibilities as required.
- 3.5 To undertake flexible hours as and when the need arises to maintain safe patient practice.
- 3.6 To ensure confidentiality at all times within the Hospice
- 3.7 To support and participate in the fundraising activities of the Hospice wherever possible.
- 3.8 To be an ambassador for the Hospice.

- 3.9 To ensure that the disclosure and use of confidential staff information is both lawful and ethical, and to recognise own responsibility for compliance with relevant legislation.
- 3.10 To promote, at all levels, the Company's vision, values and strategic objectives.
- 3.11 To hold DBS and Occupational Health clearances appropriate to the role. Note: these are obtained and checked as part of the recruitment process and reviewed in line with company policy or if a change in circumstances is declared or comes to light.

This job description is not intended to be exhaustive and may be reviewed at any time to meet the needs of the business.

**Interim Payroll and Finance Team Lead
PERSON SPECIFICATION**

	Essential Criteria	Desirable Criteria
Education/ qualifications	Degree level qualification or Qualified by Experience	Recognised payroll qualification. To have or be working towards an accounting qualification: AAT or equivalent, ACCA, ACA, CIMA or qualified by experience
Work background and experience	Record of responsibility for payroll processing and pensions administration Experience of using Sage Payroll software Experience of timesheet calculations and reconciliations (including overtime and enhancements) Up to date knowledge of employment and tax law legislation relating to pay and benefits Experience of bookkeeping and accounting, using a recognised accounting software package and database	Experience of administering NHS pension schemes Experience of using Microsoft Dynamics 365 Business Central accounting software Experience of working in a health care or charity setting
Skills/ability/ knowledge and personal qualities	Demonstrable knowledge of payroll software High level of computer literacy, knowledge of MS Office suite of programs, particularly Word and Outlook, and at least intermediate Excel skills Excellent written, oral and electronic communication skills	Commercial awareness

	Able to manage and organise own workload, working to strict time schedules and high levels of accuracy Able to work well as part of a team, offer solutions to problems and deal with sensitive and confidential information appropriately Ability to communicate effectively, listen and respond to concerns and explain rationale for recommended courses of action and procedures Detailed knowledge of accounting procedures (e.g. bank and other reconciliations, VAT accounting, maintenance of fixed assets registers etc.) Knowledge of invoicing and banking Meticulous in working practices, excellent attention to detail Organised and used to multi-tasking Mature, professional outlook	
Other requirements	Physical requirements: • Able to work at a computer desk (modified workstations available) Mental requirements: • Able to deal with changing priorities and deadlines • Able to learn new techniques, technology and systems within realistic time frame Ability to concentrate for prolonged periods of time	