



**Royal Star  
& Garter**

Care with courage



# Payroll Administrator– Central Services

Candidate information pack





**Royal Star  
& Garter**

Care with courage

# Welcome to Royal Star & Garter

---

Thank you for your interest in Royal Star & Garter.

We are seeking an experienced and detail-oriented Payroll Administrator to join The People Team.

The role will focus mainly on processing the monthly payroll for around 400 employees with the support of our outsourced payroll provider; Moore Pay.

You must have good attention to detail and be able to work as part of a team to tight deadlines, whilst always maintaining confidentiality.

If you have strong organisational skills and experience in payroll administration, we'd love to hear from you!

Lena Halm  
People Operations Manager

## The role at a glance

Title: Payroll Administrator

Location: Royal Star & Garter, 15  
Castle Mews, Hampton, Middlesex,  
TW12 2NP

Reports to: People Operations  
Manager

Hours: 22.5 hours per week  
Part-time  
Salary: £18,000

Contract: Permanent

More information:

[Hampton.jobs@starandgarter.org](mailto:Hampton.jobs@starandgarter.org)

# Job description

Purpose

**Job Summary:** As the Payroll Administrator, you will be responsible for managing the monthly payroll process. This role requires a detail-oriented individual with strong organisational skills and the ability to handle confidential information with discretion. You must possess a collaborative team spirit, positive attitude and the desire to build relationships with a range of people. With strong payroll administration skills, you will understand the importance of good planning, organisation and execution in a fast paced environment

## Key responsibilities:

- Collaborate with payroll bureau, Moore Pay and People Team to ensure efficient monthly payroll.
- Manage the working relationships with our payroll bureau and People Team colleagues on a daily basis ensuring that communication is clear and relevant information is being provided and collated in a timely manner so that payroll runs efficiently each month.
- Verify trial payroll data for accuracy before submission.
- Generate and distribute payroll reports, including agency and absence rates
- Perform regular audits of payroll and pension systems.
- Resolve payroll issues and manage statutory payments (SSP, Maternity, Paternity).

## Pensions:

- Manage outsourced pension provision and data submission.
- Administer opt-out process and oversee triennial pension re-enrolment.

Key responsibilities

## To apply

Send your CV and a covering letter (no more than 2 sides) outlining how you meet the person specification and what you will bring to our team

to Lena Halm

[hampton.Jobs@starandgarter.org](mailto:hampton.Jobs@starandgarter.org)

# Job description cont'd

## **Benefits Scheme:**

- Maintain and research employee benefits.
- Address benefit-related queries and provide guidance.
- Promote benefits through collaboration with the Marketing & Communications team.
- Assist in administering salary sacrifice benefits.
- Produce reports on benefits usage and effectiveness

## **Other**

- Ensure HR data is up-to-date through monthly audits.
- Maintain accurate pay records and systems in accordance with financial accounting requirements and HMRC guidelines.
- Collate and check trial payroll information such as absence data and employee information, prior to the submission of the monthly payroll to ensure accuracy and minimise pay related issues.
- Produce and distribute pay reports including use of resources such as agency and bank workers and absence rates.
- Provide checks and balances function for payroll and pensions processes through regular systems audits and checking source data with systems data.
- Be first point of contact for employees and resolve any issues in a timely manner.
- Manage the administration of statutory payments, SSP, Maternity and Paternity Pay ensuring that calculations are accurate and notified to payroll.
- Work with the People Team to ensure that HR Data and people records are maintained to high standard and up to date through a monthly audit process.
- Process P45s efficiently.

## To apply

Send your CV and a covering letter (no more than 2 sides) outlining how you meet the person specification and what you will bring to our team

to Lena Halm

[hampton.Jobs@starandgarter.org](mailto:hampton.Jobs@starandgarter.org)

Closing date for applications: 17<sup>th</sup> January 2025

# Person specification



## Essential Behaviours & Experience:

- Proven experience in payroll administration
- Strong knowledge of payroll legislations and regulations.
- Excellent organisational and time-management skills.
- Strong attention to detail and accuracy.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with HRIS and payroll software.
- Excellent communication and interpersonal skills.
- Ability to handle sensitive and confidential information with discretion.
- Experience dealing with large amounts of data



## Our values

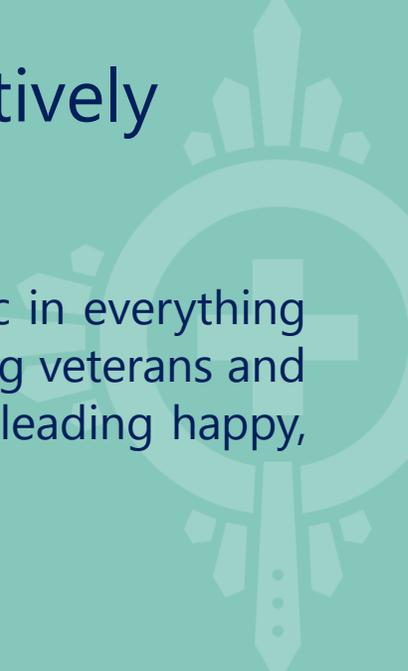


## With love



We carry out our work with love, care and compassion.

## Living positively



We are optimistic in everything we do, supporting veterans and their partners in leading happy, fulfilled lives.

## As a family



We work and live as one team, one family, one community.

## Standing in their shoes



We show admiration and respect for people and never forget what they have done.

## Take courage



We are not afraid to do what is right and what is needed.

# Offer



## Although we are a charity we offer a generous package

---

- Salary of £18,000 per annum
- 22.5 hours per week – Monday - Friday
- Equivalent of 25 days holiday per annum plus bank holidays (pro-rata for part-time)
- Employer Pension Contribution of 7.5% with matching Employee contribution of 5%
- Life insurance of 3 x salary (until age 70)
- 2 months full occupational sick pay, 1 month half pay before statutory sick pay
- Learning and Development – fully funded opportunities to support you in your role

# About us



## Our vision & mission

---

**Vision:** A future where all veterans can live life to the full.

**Mission:** To provide an outstanding range of quality care and therapies to veterans and their partners living with disability or dementia.

## Our care

---

We provide loving care for veterans and their partners who live with disability or dementia in three state-of-the-art Homes, ensuring they are respected as individuals. We meet their needs in an appropriate, personalised and compassionate way and this is supported by highly skilled and motivated staff. We constantly evolve our services and innovate our care to meet present and future need and this now includes younger veterans, a day care service and plans for an outreach project later this year.



# About us

## Our future

---

Today, we run three Homes where we deliver an unparalleled level of specialist nursing care for veterans and their partners, including award-winning dementia care. We are developing our services to provide day care across all three Homes, an outreach service and care for younger veterans.

## Our knowledge

---

We have over 100 years' experience in providing pioneering nursing and therapeutic care to veterans living with disability and dementia. We are committed to sharing our knowledge and skills with other organisations to promote better care for all veterans and older people. We partner with health care, military and academic organisations for the benefit of our local communities.

## Sharing our experience

---

We are passionate about innovation in our care to improve the lives of veterans and their partners and we are ideally placed to provide training. Our Homes offer military nursing student training and placements to Nursing Associate Trainees as part of an NHS pilot scheme.

# Surbiton

With its stunning foyer and relaxed, spacious lounges, our Surbiton Home offers a warm, friendly welcome. Highly trained staff provide specialist nursing and dementia care in comfortable surroundings, where the focus is always on the individual.



And rated **'Outstanding'** in the care category.

# High Wycombe

Our High Wycombe Home is our newest and has been designed for the comfort and wellbeing of our residents. Specialist nursing and dementia care is offered in a relaxed, homely environment, where residents can enjoy the many activities, share their day with friends or enjoy time in the spacious lounges and landscaped gardens.



# Solihull

Our Solihull Home offers a warm welcome to residents and their families. The Home is rated 'Outstanding' by the Care Quality Commission in all five areas and staff provide specialist dementia and nursing care tailored to the needs and wishes of each individual. Every aspect of the Home has been designed with our residents' wellbeing in mind.

