**Job Title:** Trainee Payroll Assistant

**Team**: Disability North Payroll Service
**Responsible to**: Payroll Team Manager
**Working Hours**: 35 hours per week Monday to Friday.

**Salary**: £22,932 per annum
**Location**: Disability North, Gosforth.

**About Disability North**

At Disability North we are dedicated to supporting disabled people and older people to live fulfilling lives, maintaining their independence and control over their own care. We believe in equity, diversity, and inclusion, where everyone can bring their uniqueness to the table. Our work is driven by passion, determination, and excellence, and we work collaboratively with empathy and integrity to meet the needs of our community.

**Purpose of the Role**

The Trainee Payroll Assistant will support the Payroll Team in delivering accurate and timely payroll services for Direct Payment employers, disabled people who manage and employ their own care staff. This role provides an excellent development opportunity for someone looking to build a career in payroll, finance, or administration.

The postholder will assist in the administration of all payroll-related duties, develop their understanding of relevant payroll systems, and contribute to the smooth running of the service.

The role requires attention to detail, a willingness to learn, and the ability to work both independently and as part of a team.

**Key Responsibilities**

* Assist with the preparation and processing of payroll for Direct Payment employers in accordance with agreed deadlines
* Communicate with clients, personal assistants, and external agencies regarding payroll queries and information requests
* Maintain accurate payroll records and ensure compliance with GDPR and internal policies
* Undertake general administrative tasks to support the team
* Participate in relevant training and development opportunities
* Provide support to the Direct Payment Support Service

**Development Opportunities**

This role is designed to provide on-the-job training in payroll administration.

The postholder will gain hands-on experience in:

* End-to-end payroll processes
* HMRC submissions and pension auto-enrolment
* Payroll software systems
* Understanding payroll legislation and statutory requirements

**Person Specification**

**Values and Approach**

* Strong commitment to inclusion, equity, and diversity, underpinned by the to the social model of disability.
* Strong commitment to promoting social inclusion and improving the health and wellbeing of disabled people.
* Understanding and commitment to person-centred working, and the importance of independence choice and control.
* Passion for inclusion, equity and diversity. Allowing everyone’s voices and unique skills to be seen and heard.
* Empathy, patience, and understanding when working alongside people.
* To work with empathy, integrity and as part of a team. Ensuring excellence, and determination in the role.

**Essential Experience, Knowledge and Skills**

* Good attention to detail and high standards of accuracy
* Strong communication and interpersonal skills
* Willingness to learn new systems and processes
* Ability to follow instructions and complete tasks to deadline
* Flexibility to adapt to changing workloads and priorities
* Ability to work positively and respectfully with a wide range of **people**
* Sense of humour and ability to contribute to a friendly team environment
* Comfortable working in a dog-friendly office

**Desirable**

* Previous experience working in an office, customer service or finance environment
* Experience with payroll software or data entry systems
* Knowledge or awareness of Direct Payments, social care, or disability issues

**Additional Information**

* This post will require an enhanced DBS check.

The postholder may be expected to occasionally support Disability North events or training sessions.