



# The Guildhall Trust

**TITLE:** HR and Payroll Administrator

**DEPARTMENT:** Finance

**RESPONSIBLE TO:** Director of Finance

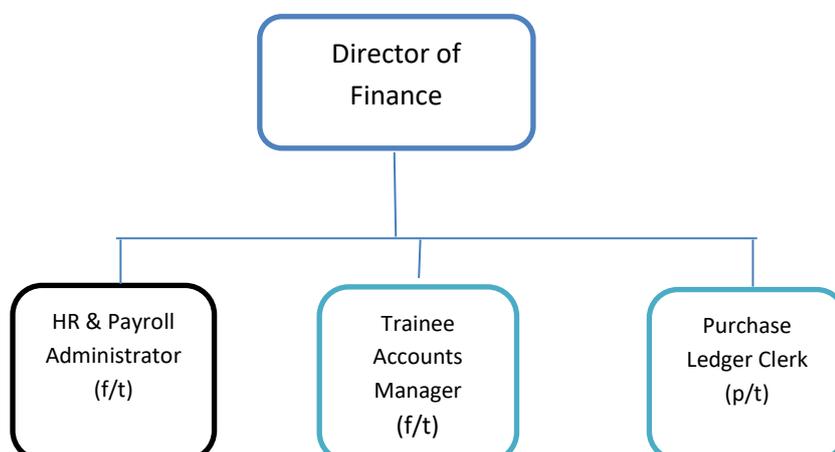
**HOURS:** 40

**PAY:** £24k

## Purpose of Job

To administer the payroll and HR function for the Guildhall Trust and provide some support within the finance team.

## Organisation Chart



## Principal Responsibilities

1.	Management of the payroll processing timetable, to therefore process the payroll for the business, prepare and process employee wage information using SAGE payroll, including; Reconciliation of payments Tax and National Insurance compliance Month and Year End Reporting to HMRC Ensuring correct record keeping and procedures are adhered to	35%
2.	To update and maintain all payroll data including pension related work such as auto enrolment, calculating and processing contributions, and liaison with pension scheme provider (NEST). To process starters and leavers.	15%
3.	To manage, report and advise on all HR issues, thereby supporting employees and managers. To Complete the HR administration associated with the employee life cycle. To record and monitor absence and sickness triggers, holiday records and record staff training.	30%
4.	To assist the finance team with raising invoices and carrying out monthly reconciliation.	15%
5.	To support managers with recruitment, HR advice and the work of the HR Committee.	5%

## Dimensions

**Budget: budget for own events.**

None

## Physical

None

## Location

The post holder will be located at the Guildhall in Portsmouth.

## Context

The Guildhall Trust has been successfully running Portsmouth Guildhall since 2011 on a long lease. The Guildhall is one of the south's largest and most established concert halls, with a standing capacity of 2500. The venue has played host to many iconic artists including The Beatles, The Rolling Stones, Pink Floyd, to more recent top selling artists including Gorillaz, Katherine Ryan and Flight of the Conchords.

The venue has promoted itself as one of the regions top conferencing and events destinations attracting more than 400 events and room hires each year.

The Trust have ambitious plans to invest in and develop the Guildhall, to make it one of the UK's top cultural and events venues. The first stage of this process began in late 2017, when PCT announced plans to transform The Harlequin, a tired and under-utilised space on the Ground Floor of the Guildhall, into a 150 seat/200 standing capacity Studio space. The Studio will create a much needed facility to support emerging talent across the region, develop a diversified arts and classical music offer, create a small conference and meeting space and provide an accessible hub which community groups can utilise.

The Guildhall Trust is a charitable trust limited by guarantee. This role requires a bright and confident individual with at least two years experience working in an HR roll with payroll experience. The successful candidate will need to demonstrate excellent communication skills and show a willingness to gain experience and learn new skills. The candidate will need to be a team player who understands the vision and values of the Trust. You should be confident with SAGE Payroll, Excel, Word and Outlook and have some knowledge of finance.

In addition, you may undertake any other duty or responsibility that may reasonably be allocated by the Director of Finance. It is a requirement of the Trust that all staff work in a flexible manner compatible with their jobs and in line with the objectives the Trust must fulfil. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the department and the Trust.

## Person Specification

This acts as selection criteria and gives an outline of the type of person the characteristic required to do the job.

Essential: - without which the candidate would be rejected

Desirable: - useful for choosing between two good candidates

Attribute	Essential	Desirable
Experience	<p>Previous experience of working in an HR role</p> <p>Experience of processing payroll and pension schemes</p> <p>Knowledge of tax and National Insurance.</p> <p>Knowledge of SAGE payroll.</p>	<p>Previous experience using Sage 50 Accounts</p>
Skill/ Abilities	<p>Highly competent with I.T. and all computer applications.</p> <p>An ability to take on new instruction and learn procedures fast and thoroughly with an eye for detail.</p> <p>Proficient with database management, finance and spreadsheets.</p> <p>Strong organisational skills and the ability to effectively manage multiple tasks and ideas</p> <p>Able to take minutes of meetings if required.</p>	<p>Basic book-keeping and finance</p>
Other	<p>Willing to work occasional evening and weekends if required.</p>	