



Bank Payroll & Pensions Coordinator

Purpose of the Role

At BrisDoc, we provide compassionate and high-quality healthcare services, and we are looking for a Payroll & Pensions Coordinator to join our team to help support changes within the business. As a Coordinator you will play a vital role in ensuring the accurate and timely processing of payroll and pensions for our dedicated staff.

Your attention to detail, strong communication skills, and ability to manage sensitive financial information will be essential as you contribute to the efficiency and success of our payroll services. Our ideal candidate will have a strong background in processing payroll ideally using Sage 50 Payroll.

Main Duties and Responsibilities

- **Payroll:** involvement with the entire payroll process, from downloading timesheets, handling new starters and leavers to processing salary adjustments, overtime, statutory payments, and deductions. Supporting with the payments for Self Employed colleagues
- **Pensions:** Submitting information on starters and leavers to NHS Pensions Agency using Pensions Online (POL) – NHS Pensions is BrisDoc’s standard pension scheme. Submitting information for the government’s National Employment Savings Trust (NEST) pension scheme in the required way – NEST is BrisDoc’s alternative pension scheme for those who require auto-enrolment but not eligible to contribute into the NHS Pension.
- **Record keeping:** Maintaining and updating detailed payroll and pension records for example tax codes, pension schemes and ensuring strict compliance with relevant legislation.
- **Collaboration:** Collaborate closely with the HR, Finance and other departments to verify and reconcile payroll data. Dealing with payroll queries in a efficient and courteous manner
- **Support:** support month-end and year-end payroll activities and assist in the preparation of detailed financial reports.
- **Troubleshoot:** Dealing with payroll and pension queries from colleagues or relevant external agencies
- **Other duties:** as reasonably required to perform the role and support business need

General Duties

You can read the full list of general duties and expectations via the link below:

www.brisdoc.co.uk/workwithus/general-duties



Person Specification

Essential Skills & Experience

- Good general level of education, which must include GCSE grade C or above (or equivalent) qualifications in English and Maths
- Experience of working in an office environment, performing administrative and finance duties
- 2 years' payroll experience of processing from start to finish
- Excellent organisational skills with strong numeracy, written, verbal communication abilities
- Proficient in Microsoft Excel (including formula) and Microsoft Word; proven computer literacy and keyboard skills
- Ability to self-analyse work and performance with the ability to recognise own limitations and act upon them appropriately
- Able to remain impartial and non-judgmental during times of conflict
- High level of attention to detail and accuracy
- Ability to adjust communication skills to meet the needs of the recipient
- Able to listen carefully in order to understand the needs of others
- Team player who values collaboration, supports colleagues, and follows instruction as required
- Able to quickly establish rapport and credibility with others in the team
- Able to maintain confidentiality at all times with regards to staff and patients
- Positive and adaptable attitude towards innovations and change
- Self-motivated and able to work autonomously
- Willingness to learn new skills and to problem solve
- Able to manage sensitive and emotive situations - Tactful and diplomatic

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Desirable Skills & Experience

- Educated to at least A Level or equivalent standard.
- Educated to degree level
- AAT or IAB book-keeping or payroll NVQ level 4 qualification
- Clait Award and/or ECDL or EITS
- Sage 50 Payroll experience

ES Responsibilities

- **Leaders:** “Champion and embed environmental sustainability into the organisation's strategic goals, ensuring that sustainability considerations are central to all business decisions and long-term planning.”
- **Managers:** “Implement and monitor eco-friendly practices within your department, such as reducing energy consumption, minimising waste, and promoting sustainable resource use, while encouraging team participation and accountability.”
- **Team Members:** “Contribute to the organisation’s sustainability efforts by adhering to eco-friendly practices in daily tasks, such as reducing paper use, recycling, and supporting initiatives that promote a greener workplace.”