



HEALTHCARE MANAGEMENT TRUST

Unit 1 Langdon House, Langdon Road, Swansea SA1 8QY
Telephone: 020 7222 1177 Email: admin@hmt-uk.org
www.hmt-uk.org

Job Title	Payroll Coordinator
Department	Finance
Reports to (job title)	Payroll Manager
Direct and Indirect Reports	No
Job Grade	TBC

Who we are

At the Healthcare Management Trust, we are obsessed with achieving our **Vision**, *“to be the most innovative and best quality provider of niche health and social care services.”*

Our **Purpose** is, *“to make every contact count, ensuring every resident and patient receives the best possible experience and outcome.*

We aim to provide services which value collaboration and place our residents, patients and people at the heart of all we do. We will always do the right thing for our residents, patients and people.

We will be outwardly connected to the most innovative practices and service offerings in the market. We will do things differently and will be bold with our ambition to change things for the better.

We are passionate about what we do and so are our people. Bringing their most authentic selves to work and seeking joy and fun in what we do.

We will deliver care and clinical interactions compassionately and tailor them to individual needs.”

We achieve this by living our business **Values** each and every day:

- We are **caring**
- We are **enterprising**
- We are **resourceful**
- We are **authentic**
- We are **accountable**

As a result, we are able to give back to the people and communities we serve by delivering on our **Charitable Mission** to, *“Provide quality and innovative care solutions to those with complex needs within marginalized community settings.”*



HEALTHCARE MANAGEMENT TRUST

Unit 1 Langdon House, Langdon Road, Swansea SA1 8QY
Telephone: 020 7222 1177 Email: admin@hmt-uk.org
www.hmt-uk.org

What you'll be doing (your job purpose)

The Payroll Coordinator plays a vital supporting role within the Finance team, reporting directly to the Payroll Manager. This position is responsible for assisting with the accurate and timely processing of payroll across all sites, ensuring employee records are maintained, data is entered accurately, and queries are responded to efficiently. The role requires excellent attention to detail, confidentiality, and the ability to follow established processes while supporting continuous improvement within the payroll function.

Your key accountabilities and responsibilities

Role Responsibilities

- Support the monthly processing of payrolls by accurately entering and verifying employee data, including starters, leavers, changes to pay, and other adjustments.
- Maintain and update payroll records in conjunction with HR, ensuring employee information is current and compliant with data protection requirements.
- Process clocking in/out data, ensuring correct input into the payroll system (e.g. ITrent) for calculation of earnings and deductions.
- Assist in the preparation and posting of payroll journals and support reconciliations of payroll control accounts as directed by the Payroll Manager.
- Respond to employee queries regarding pay, deductions, payslips, and tax in a timely and professional manner, escalating complex issues as needed.
- Support the submission of statutory returns (e.g. FPS, EPS) to HMRC, ensuring deadlines are met and data is accurate.
- Upload payslips to the distribution system and assist in managing the secure distribution of payroll documents.
- Support with pension processing for all sites
- Help identify and correct payroll discrepancies by reviewing data and supporting investigations led by the Payroll Manager.
- Maintain filing systems and electronic payroll records in an organised and auditable manner.
- Follow internal payroll processes and procedures, ensuring adherence to relevant payroll legislation and company policies.
- Support internal and external audit requests by preparing documentation and assisting with payroll data analysis.
- Collaborate with the Payroll Manager on ongoing process improvement initiatives and contribute to projects as required.
- Support with any other finance duties as required

General Responsibilities

- To be responsible for the health, safety and welfare of yourself and others whilst at work, including colleagues, residents and visitors to the Home and for alerting the officers responsible to any hazards or potential risks to health and safety.
- To be fully conversant with the HMT policies relating to Safeguarding of Vulnerable Adults and Whistleblowing.

Date Choose an item.



HEALTHCARE MANAGEMENT TRUST

Unit 1 Langdon House, Langdon Road, Swansea SA1 8QY
Telephone: 020 7222 1177 Email: admin@hmt-uk.org
www.hmt-uk.org

- To ensure compliance with the HMT Information Governance Policy, maintaining an appropriate level of confidentiality around issues that may be personal or commercially sensitive.
- Establishing and maintaining positive working relationships both with colleagues, residents, visitors and other health professionals and agencies.
- To act as an ambassador for the HMT company Vision and Values.
- To promote equality and diversity at all times and across all work activities.
- To adhere to HMT policies and procedures.
- Attend mandatory training days / courses, on or off site, as and when required
- To undertake any other duties and accountabilities which would be lawful, reasonable and appropriate to the role.

Your knowledge, skills and experience	
Knowledge of Payroll functions	Essential
Good IT skills, including Excel	Essential
Ability to use own initiative, prioritise tasks and work well under pressure.	Essential
Be able to work as part of a team.	Essential
Good organisational and administrative skills	Essential
Excellent communications skills, written and oral	Essential
Understands the importance of confidentiality and dealing with sensitive information	Essential
Extensive practical experience of working on Payrolls	Essential
iTrent experience	Essential
Sage 50 payroll experience	Desirable

The way we do things at HMT (our Behaviours)
<i>*See Appendix 1 attached</i>

This job description provides an outline of the role, detailing the main responsibilities and tasks the post holder may be required to undertake. It is not exhaustive, and the post holder may be required to carry out other duties as reasonably requested. The job description may also be updated from time to time to reflect the changing needs of the business

All staff are required to comply with the organisation's policies, procedures, and standards at all times, participating in mandatory and role-specific training, supervision, and appraisal processes. They are expected to uphold a professional approach to work, demonstrating respect, integrity, and accountability in all interactions, and to contribute to a safe environment for patients, residents, colleagues, and visitors in line with Health & Safety regulations. Staff have a duty to safeguard and promote the welfare of vulnerable adults and children, raise concerns in accordance with statutory and organisational procedures, and support the principles of Equality, Diversity, and Inclusion. Confidentiality must be maintained at all times, and information handled in accordance with GDPR and organisational requirements.

Date Choose an item.



Unit 1 Langdon House, Langdon Road, Swansea SA1 8QY
Telephone: 020 7222 1177 Email: admin@hmt-uk.org
www.hmt-uk.org

Staff are also expected to be flexible, undertaking other reasonable duties within their competence to meet the needs of the service, and to contribute to continuous improvement by engaging positively with feedback and change initiatives. The wellbeing and dignity of patients and residents should remain central to all aspects of work, with staff demonstrating commitment to professional standards and the overall goals of the organisation.

Team members will be expected to carry out their duties in line with their terms and conditions and contract of employment, the standards stated in the employee handbook and Health & Safety guidelines and will be required to follow HMT policies and procedures.

I have received a copy of this Job Description; read it, understood it and agreed to it.

Signed.....

Date.....

Job Holder

Date Choose an item.