



HEALTHCARE MANAGEMENT TRUST

Unit 1 Langdon House, Langdon Road, Swansea SA1 8QY  
Telephone: 020 7222 1177 Email: [admin@hmt-uk.org](mailto:admin@hmt-uk.org)  
[www.hmt-uk.org](http://www.hmt-uk.org)

<b>Job Title</b>	Payroll Manager
<b>Department</b>	Finance
<b>Reports to (job title)</b>	Head of Finance
<b>Direct and Indirect Reports</b>	Yes
<b>Job Grade</b>	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.”*



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### What you'll be doing (your job purpose)

The Payroll Manager plays a key leadership role within the Finance Team, reporting directly to the Head of Finance. This position is responsible for overseeing the end-to-end payroll function across all sites, ensuring timely, accurate, and compliant payroll processing. In addition to managing day-to-day operations, the role is critical in driving continuous improvements, maintaining up-to-date knowledge of payroll legislation, and providing expert guidance on pay-related matters to both finance and HR stakeholders.

### Your key accountabilities and responsibilities

#### Role Responsibilities

- Lead and oversee the end-to-end processing of monthly payrolls across all sites, ensuring timely, accurate, and confidential execution in line with statutory and contractual obligations.
- Own the maintenance and integrity of payroll records in collaboration with HR, including onboarding of new starters, processing of leavers, and managing changes in employee status.
- Ensure accurate and compliant application of pay adjustments, including changes to pay rates, tax codes, pensions, statutory payments, and attachment of earnings orders.
- Supervise the collation and validation of time and attendance data from iTrent and other sources, ensuring correct calculation of gross pay and all relevant deductions.
- Review, approve, and post payroll journals and manage the reconciliation of payroll control accounts in partnership with the Finance team.
- Maintain strong working knowledge of payroll legislation and ensure full compliance with HMRC and other statutory bodies through timely submissions and accurate reporting.
- Complete and upload BACS payment files to the banking system following final payroll approval, ensuring all controls and authorisation procedures are followed.
- Act as the primary contact for internal and external auditors, providing accurate documentation, reports, and explanations related to payroll processes and controls.
- Oversee the preparation and distribution of employee payslips and ensure prompt resolution of payroll-related queries from staff.
- Lead the investigation and resolution of payroll discrepancies, applying root-cause analysis to prevent recurrence.
- Identify opportunities for process improvement within payroll operations, driving efficiency, accuracy, and compliance through system and procedural enhancements.
- Ensure all payroll policies and procedures are documented, up to date, and adhered to by relevant stakeholders.
- Provide regular reporting and insights on payroll costs, liabilities, and trends to senior finance and HR leaders, including advising on changes in tax obligations and payments to HMRC and local authorities.
- Own and maintain payroll-related Power BI dashboards, ensuring data accuracy, relevance, and timely updates to support strategic decision-making and provide clear visibility of payroll trends, costs, and compliance metrics to senior stakeholders.
- System support and maintenance of the iTrent software, including (but clearly not limited to) paid time and payroll elements.



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- Lead annual planning and resource allocation for payroll operations to ensure capacity aligns with business needs.
- Ensure payroll timetables are issued at least 6 months in advance, enabling proactive scheduling and stakeholder alignment.
- Coordinate and communicate with relevant stakeholders to secure timely cost and bank sign-off commitments, ensuring payroll accuracy and compliance.
- Drive resilience within the payroll function, including contingency planning and process robustness to mitigate risk.
- Establish a minimum 24-hour buffer before bank submission deadlines, allowing adequate time for final validations and issue resolution.
- Ensure timely distribution of payroll reports for sign-off and review, embedding quality control and accountability into the payroll process.
- Pro-actively running regular and engaging remote payroll clinics

#### 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.
- 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 and Finance 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



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Extensive practical experience of working on Payrolls	Essential
iTrent payroll experience	Essential

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

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.*

*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