



Senior Payroll Administrator – 12 months fixed term

Job description and person specification

Accountable to: Senior Payroll Administrator

Purpose of the role

Work as part of a team to ensure accurate and timely payment to c.8000 employees across three monthly payrolls. Be responsible for the processing of payrolls from manipulating and uploading data files to preparing BACs reports. The role includes line management responsibility for all of the Payroll Administrators, including 1:1's, appraisals and performance monitoring, mentoring other staff, dealing with difficult employee queries and providing clear and comprehensive responses. The role may include an element of pension's administration and/or payroll overpayments and/or training others.

Core duties

- Maintain the payroll system and records by gathering, calculating, and inputting data
- Resolve payroll related queries on the telephone, face to face and via email.
- Identify, investigate and resolves discrepancies in timesheet and payroll records.
- Provide clear and comprehensive responses to stakeholder queries.
- Calculate PAYE and National Insurance liabilities for payment to HMRC.
- Process statutory payments, such as SSP, SMP, SPP etc.
- Process third party deductions, such as Unison, Season Tickets, Court Orders etc. and liaise with third party providers as appropriate.
- Administer various salary sacrifice schemes.
- Adhere to payroll policies and procedures and comply with relevant legislation.
- Ad-hoc administration and filing, printing P45's etc.

- Some elements of pension administration, overpayments and / or training of others.

In addition to the above core duties of any payroll administrator the senior administrator will also have the following duties:

- Take ownership of running payrolls, liaising closely with other team members, Resourcing, HR and IT to ensure the timely and accurate payment to all employees.
- Mentoring others and being supportive of cross training within the team.
- Take ownership of payroll overpayments, writing letters to former employees regarding their overpayments. Agreeing repayment plans with former employees, sending out reminder invoices and monitoring payments.
- Take on some elements of pension administration, including educating others.

In addition to the above a Payroll Administrator is expected to:

- Complete all of required training either by e-learning or attending courses.
- Adhere to our policies, procedures and standards as published.
- Keep information about the people we support, colleagues and the company confidential.
- You are expected to develop professionally. This means that you are expected to get involved and contribute in meetings, attend training courses and be willing to learn new things and ways of working.

Please note:

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role.

In addition to the above you are expected to:

- Undertake other duties from time to time as required by your manager or Head of Department / Director.
- Maintain confidentiality in accordance with our data protection policy and procedure.
- Work on an agile basis between your home and the Company's offices and/or any other locations as is reasonably required.

Person specification

Please use this in conjunction with the advertised requirements. The final column indicates how we will tell if you have provided evidence of the required criteria. Criteria considered from the application form will be marked Shortlisting, those reviewed when we meet you will be marked Interview and those considered via assessment at interview will be marked Test.

Qualifications		
Be educated to a minimum of GCSE's level or equivalent	Essential	Shortlisting
Have a current UK Payroll Certificate or equivalent	Desirable	Shortlisting
Experience		
Have experience with using Northgate ResourceLink payroll system or similar	Essential	Interview
Have proven experience of working within a payroll department	Essential	Interview
Have knowledge of pension administration, auto-enrolment and RTI	Essential	Interview
Mentoring/Training experience or a strong desire to gain experience	Essential	Interview
Experience of payroll overpayments, or desire to be involved in the processing of overpayments	Essential	Interview
Experience of managing payroll colleagues, performing 1:1's, Appraisals, Performance monitoring	Desirable	Interview
Skills		
Be an excellent communicator	Essential	Interview
Demonstrate excellent IT skills	Essential	Interview

Be numerate, well organised and administratively strong	Essential	Interview
Ability to conduct difficult conversations with colleagues or customers	Essential	Interview
Knowledge and understanding		
Have knowledge and understanding of good payroll practices	Essential	Interview
Have a strong command of payroll legislation	Essential	Interview
Demonstrate knowledge of data protection within an open plan office environment	Essential	Interview
Attributes		
Have a willingness to undertake training and mentor others	Essential	Interview
Be able to work to tight deadlines in a fast paced environment	Essential	Interview
Have a can-do attitude	Essential	Interview
Be a strong team player	Essential	Interview
Have good attention to detail	Essential	Interview
Be a clear and confident communicator	Essential	Interview
Be able to problem solve confidently and professionally	Essential	Interview
Be willing to learn and develop within a payroll environment	Essential	Interview