# STANDARD JOB DESCRIPTION TEMPLATE

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| **JOB TITLE: Payroll Administrator** | **Job Title of Line Manager: Head of UK Payroll** |
| **Department: Finance** | **Section Name: Payroll** |
| **Number of Staff Supervised: n/a** | **Job Title of Team Members: Payroll Administrator** |

**Overall Job Purpose:**

Work as an integral part of the Finance team administering various monthly and weekly Payrolls for approximately 3500 monthly and 50 weekly paid employees. To ensure the accurate and timely payment of salaries and pensions in accordance with Government legislation and organisational timetables. To prepare data for the reconciliation of monthly and weekly payroll costings for management accounts.

**Main Duties of the Job:**

• Administration and audit compliance of Payrolls from start to finish

• Processing of variable payments (Overtime, Commission, Standby, On Call etc.)  
• Administration of employee absences including statutory payments  
• Process payroll calculations, Payslip and BACs file creation

• Submission of RTI files to HMRC

• Auto enrolment processes and administration

• Preparation of HMRC and pension reconciliations   
• Process Payroll costings data to be interfaced into the Finance system  
• Third party disbursements

• Completion of annual statutory processes for P60 and P11D

• Liaise with key internal and external stakeholders (Finance, HR etc.)

• Dealing with employee and third party enquiries

• Ensure knowledge is kept up to date with new payroll legislation  
• Document and recommend improvements to payroll procedures and controls

• Project related tasks as required

**Skills, Knowledge and Experience:**

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| **Criteria** | **Essential** | **Desirable** |
| **Professional / Technical Qualifications** | A pass in Maths and English GCSE level or equivalent | CIPP/CPD certificate or equivalent |
| **Experience & Job Knowledge** | Extensive experience working with a payroll in excess of 2,000 employees    Solid understanding of Payroll legislation and ability to calculate PAYE, NI and statutory payments | 5 years payroll experience |
| **Skills & Competencies** | Advanced Microsoft Excel / Word skills  Excellent customer service skills and ability to work well under pressure  High level data accuracy and attention to detail | Ability to perform advanced data analysis using formulas, v-look up, pivot table etc. in excel and mail merges in Word  Used to working to Service Level Agreements, delivering KPI’s  Experience in working within a control framework for payroll processes |
| **Personal Qualities** | Ability to be flexible and work well as part of a team  Highly organised with a strong focus on time management  Good relationship builder | Experience of working in a busy and dynamic team |

**Date of Preparation: 12/05/2022**

**Agreed as an accurate Job Description by ………………………..……. (Director)**