

**PAYROLL & HR ADMINISTRATION OFFICER  
JOB DESCRIPTION**

Feb 2016

The Right HR solution for you ...

**HR**Solutions (GB) Limited



Solving YOUR HR and Payroll needs

<b>JOB TITLE:</b>  <b>Payroll Officer</b> <b>Hours of Work: TBC</b>	
<b>REPORTS TO:</b> Sarah Subden – Director	
<b>1.</b>	<b>PURPOSE OF JOB:</b>  To assist the team in the provision of payroll and administrative services to our clients. Including:-  <ol style="list-style-type: none"><li>1. To manage the client monthly payroll operation ensuring that each stage of the payroll process is actioned properly;</li><li>2. That all staff are paid correctly and timely;</li><li>3. Ensure appropriate and accurate information is provided to clients and stakeholders;</li><li>4. That correct information and payments are made to all stakeholders, internal and external including RTI to HMRC.</li><li>5. This role commands the strictest level of confidentiality and discretion and as such, the post holder will be held accountable for any irregularities.</li></ol>
<b>2.</b>	<b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b>  <ol style="list-style-type: none"><li>1. Pro-actively manage, collate and input data accurately relating to clients employee monthly payments; additions, deductions and variables ensuring that staff are paid on time and receive the correct payments.</li><li>2. Ensuring that multiple deadlines are adhered to and work is completed</li></ol>

## **PAYROLL & HR ADMINISTRATION OFFICER JOB DESCRIPTION**

**Feb 2016**

within the deadlines set.

3. Liaise proactively with clients as required to ensure that all contractual changes are administered effectively and in line with payroll deadlines.
4. Process various statutory forms for example: P45s, P46, MATB1, Student Loans, P60, and P11d's etc
5. Comply with the requirements for Auto Enrolment and Real Time Information.
6. Manual calculation of salary including equated changes where necessary, including back pay, over / under payments, leavers, annual leave and other ad hoc manual adjustments.
7. Application of client statutory provisions of payroll including, PAYE, National Insurance, Statutory Sick Pay, Statutory Maternity Pay, Statutory Adoption Pay, Student loans, and Attachment of Earnings Orders etc.
8. Application of client occupational provisions of payroll including, Sick Pay, Maternity Pay, Adoption Pay etc.
9. Ensure client Childcare Voucher Scheme are operated efficiently, that all deductions are reconciled and correct payments made to the scheme provider.
10. Carry out client monthly processes essential for statutory and other returns and payments
11. Carry out client monthly processes Local Government and Teachers' Pensions in accordance with appropriate deadlines including Auto Enrolment requirements.
12. Carry out client Year End processing requirements for statutory and other returns / payments and production of P60's.
13. Carry out client Year End processing requirements for Local Government and Teachers' Pensions Schemes in accordance with statutory deadlines.
14. Respond to enquiries from clients, colleagues and third parties on payroll related issues, including correspondence with 3<sup>rd</sup> parties such as HMRC, Local Government Pension Scheme, Teachers' Pensions and other 3<sup>rd</sup> Party Providers.
15. Issue various client payroll reports from the database as and when required for the effective operation of our monthly payroll service to clients.

## **PAYROLL & HR ADMINISTRATION OFFICER JOB DESCRIPTION**

**Feb 2016**

16. Conduct regular checks to ensure the integrity of the payroll database, updating data as necessary including legislative changes and ensuring that the payroll database is working properly. Problems identified should be reported to your line manager.
17. Maintain up to date payroll knowledge and comprehensive guidance notes on using the Payroll/HR database.
18. Liaise closely with colleagues in the wider team to ensure that monthly reconciliations of the third party payments are undertaken and preparing journals for any corrections required as well as any submissions as needed.
19. Perform a wide variety of assignments, which are sometimes confidential in nature; operating a computer to enter data; draft, edit, revise and print letters, tables, reports and other materials and supporting and assisting colleagues where required.
20. To liaise with and give appropriate information and advice to clients as and when required; via email/telephone or visit.
21. To assist with the general payroll/administration work within the team.
22. To assist in the compilation of such reports and records, and assessment of data as may be required by the Company.
23. To assist in the compilation, maintenance, analysis and reports for clients' payroll records.
24. To assist in the compilation, maintenance and analysis of client employee payroll and personnel records.
25. To use computerised systems e.g. Word, Excel, Outlook and databases, to input and manage data and produce required documentation.
26. To liaise with external payroll providers as and when required.
27. To input and validate data onto the Company computerised systems as required.
28. To assist in the production of the client newsletter.
29. To undertake work for the HR team as and when required.
30. To undertake work for the Company Director's as and when required.
31. To comply with all data protection requirements with regards to the access and dissemination of personal data.
32. To attend meetings out of the office and internally, take notes/formal

# PAYROLL & HR ADMINISTRATION OFFICER JOB DESCRIPTION

Feb 2016

	<p>minutes as required and report back to the Directors as appropriate.</p> <p>33. Day to day post duties as required.</p> <p>34. Day to day general clerical duties as required.</p> <p>35. Making tea, coffees etc. as and when required as part of the Team and ensure that the kitchen area remains clean and tidy.</p> <p>36. The job description will be reviewed as and when required.</p> <p>37. Such other duties as may be determined from time to time within the general scope of the post.</p>
<p><b>3.</b></p>	<p><b>KNOWLEDGE AND SKILLS</b></p> <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. GCSE (<i>or equivalent</i>) in English and Mathematics essential Grade C or above</li> <li>2. Knowledge of payroll systems</li> <li>3. Computer literate in Microsoft Office, word and excel.</li> <li>4. Experience of HMRC requirements with regard to Tax, National Insurance, and Statutory deductions and payments.</li> <li>5. Experience of Auto Enrolment pension schemes administration.</li> <li>6. Ability to meet deadlines.</li> <li>7. Ability to communicate effectively at all levels within an organisation.</li> <li>8. Ability to be accurate with data input and analysis, especially when working to tight deadlines.</li> <li>9. General Office experience.</li> <li>10. Being able to work as part of a small team.</li> <li>11. Good interpersonal skills.</li> <li>12. Ability to work to deadlines.</li> <li>13. Good time management skills.</li> <li>14. Strong confidentiality ethos; honest, reliable &amp; flexible.</li> <li>15. Ability to work on own initiative and plan and prioritise workload.</li> <li>16. Excellent Keyboard skills.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of Local Government and Teachers Pay &amp; Conditions.</li> <li>2. Experience of management and operation of the payroll function</li> <li>3. Good working knowledge of Teachers Pensions and Local Government Pension Schemes.</li> <li>4. Full Driving Licence.</li> <li>5. Experience of working in a client focused environment.</li> <li>6. AAT qualified or IPP certificate in payroll administration or equivalent business, payroll or book keeping qualification.</li> </ol>
<p><b>4.</b></p>	<p><b>GENERAL INFORMATION</b></p>

## PAYROLL & HR ADMINISTRATION OFFICER JOB DESCRIPTION

Feb 2016

	<ol style="list-style-type: none"> <li>1. Should attend work appropriately dressed at all times – smart professional</li> <li>2. Subject to references, pre-employment medical check and clear enhanced DBS</li> </ol>
--	--

### Other Duties

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post.

### Health and Safety

The postholder is required to carry out the duties with due regard for the Health and Safety policies and procedures.

	Name:	Signature:	Date:
Job Description written by: Director	.....	.....	.....
Job Description agreed by: Post Holder	.....	.....	.....