



## Job Description

<b>Job Title:</b>	Payroll Administrator
<b>Salary:</b>	£22,888 per annum
<b>Hours:</b>	Full time - 35 hours per week Monday to Friday
<b>Responsible to:</b>	Payroll Team Leader
<b>Key Deliverables:</b>	As part of a team, deliver a comprehensive payroll processing service for multiple companies
<b>Location:</b>	263a Tarbock Road, Huyton, Merseyside, L36 0SD.

### Background

Your Payroll provides a reliable and cost-effective outsourced payroll solution to organisations of any size. We specialise in delivering payroll bureau services for multiple companies, ranging from individual employers of personal care assistants to large commercial enterprises.

The Payroll Administrator plays a pivotal role in the payroll team, ensuring that payrolls are processed accurately and on time and supporting clients to comply with HMRC, Pensions Regulator and other statutory duties.

### Job Purpose

Reporting to the Payroll Team Leader, the main purpose of this role is to work as part a team to administer payrolls for multiple companies to strict deadlines and deliver a high standard of customer service.

### Principle Duties and Responsibilities

- Preparing and processing 4-weekly payrolls for circa 1000 companies
- Dealing with day to day enquiries and resolving customer queries by telephone and email in a timely fashion
- Inputting variations and calculating payments and deductions for PAYE, Tax, NI, AOE's, SMP, SSP, SPP, company sick pay, holiday pay, bonuses, commission, overtime, redundancy payments and permanent changes to Ts and Cs.
- Processing new starters and leavers
- Issuing P45s and SSP1s
- Running auto enrolment processes including setting up pension schemes on NEST and inputting relevant contribution collection data
- Producing and issuing payroll reports and payslips using a variety of communication methods
- Setting up new companies on the system and registering PAYE schemes with HMRC
- Completion and submission of FPS and HMRC reports
- Liaising on behalf of the client with HMRC and DWP
- Preparing and issuing monthly and quarterly statements of deductions for HMRC returns
- Undertaking general administration duties

## **Requirements**

Previous experience operating large scale payrolls and the ability to work in a fast paced environment to strict deadlines is essential. Familiarity with using FMP Payrite software is a distinct advantage.

Other requirements include:

- Strong communication skills
- Good organisation, self-motivation and time management skills
- Ability to work autonomously and as part of a team

## **Why work for Your Payroll?**

Your Payroll is a unique organisation and a subsidiary of the charity Knowsley Disability Concern. We gift our profits to further the charity's aims to help improve the lives of disabled people, thereby delivering great social value, not only for the organisation, but also for its customers.

Your Payroll is proud to be accredited by Investors in People and in addition to the stated salary, you will benefit from: 27 days holiday plus public holidays (pro rata) and internal training programmes.

## **Other Information**

The post-holder is expected to familiarise themselves with and adhere to all of the organisation's Policies and Procedures and comply with Your Payroll's Health and Safety requirements.

## **Equality and Diversity**

All staff are expected to support Your Payroll's positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and comply with Equality & Diversity Strategies and Policies.

## **Confidentiality**

In the course of your employment you will have access to confidential information of a personal nature, including information relating to Your Payroll its clients, employees and other parties. You must not use such information for your own benefit nor disclose it to other persons without the consent of Your Payroll and the party concerned unless required to do so by law. This applies both during and after the termination of your employment. Any breach of confidentiality during employment may be regarded as serious misconduct and could lead to summary dismissal.

## **Personal Development Review**

Your Payroll is committed to providing a high quality service through the effective management and development of its employees, including meeting skills and training needs. The Personal Development Review process ensures that Your Payroll is able to achieve its key aims and objectives, whilst enabling employees to understand how the outcome of their contribution fits within these overall aims. All staff will be expected to participate fully in the process and comply with policy.

## **Training and development**

A comprehensive induction process will ensure that the training requirements for all new staff are assessed as soon as possible and aims to ensure that all mandatory training is completed within the first three months of staff starting. Refresher training must also be undertaken on a regular basis and in accordance with policy.

## **Rehabilitation of Offenders Act 1974**

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be

declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

### **Data Protection**

As your employer, Your Payroll needs to keep information about you for purposes connected with your employment. The sort of information we will hold includes information for payroll purposes, references, contact names and addresses and records relating to your career with Your Payroll. These uses are covered by our notification with the Information Commissioners Office under the Data Protection Act 1998. The information which we hold will be for our management and administrative use only but we may need to disclose some information we hold about you to relevant third parties (e.g. HMRC).

### **Records Management and Quality**

As an employee, you are legally responsible for all records that you gather, create or use as part of your work within Your Payroll and they remain the property of Your Payroll. This includes client, financial, personal and administrative records, whether paper based or on computer. All staff have a responsibility to ensure information quality standards are achieved.

### **Information Security**

Under the provisions of the Data Protection act, it is the responsibility of all staff to ensure that all personal data relating to clients and members of staff, whether held in manual or electronic format, is kept secure at all times. Computer passwords must not be shared either between systems or users. Your Payroll may monitor e-mail messages, any files stored on the networks or on equipment and usage of the Internet and computer systems, irrespective of whether these relate to Your Payroll or personal use. Access and usage of Your Payroll's computers must be in accordance with Policies.

### **Disability Confident**

Your Payroll values the diversity of all its employees. As a commitment to supporting disabled applicants and employees, we have been awarded Disability Confident Employer. This means:

- When you fill in the application form we will ask if you have a disability to make sure the application process is fair to people who have a disability.
- We will interview any person who declares they have a disability and who meets the essential criteria for the job they are applying for. The essential criteria are the most important things needed to be able to do the job.

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

**The duties of the post will be reviewed regularly in conjunction with the post holder, in accordance with the Personal Development Review Process.**

**June 2022**

## Payroll Administrator – Person Specification

Requirement	Essential	Desirable
<b>Skills and Effectiveness</b>	<ul style="list-style-type: none"> <li>▪ Excellent customer service skills</li> <li>▪ Friendly, positive and helpful manner</li> <li>▪ Ability to communicate well with people at all levels and from a variety of backgrounds</li> <li>▪ Ability to deal with high volumes of data input with extreme accuracy</li> <li>▪ Good levels of numeracy and literacy</li> <li>▪ Highly organised with excellent time management skills</li> <li>▪ Ability to prioritise workload and work to strict deadlines.</li> <li>▪ Empathy, patience and understanding</li> </ul>	<ul style="list-style-type: none"> <li>▪ Able to communicate and interact effectively, creatively and sensitively with individuals who have communication problems</li> <li>▪ Ability to present information to a range of audiences, clearly and concisely</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>▪ Proficient in all aspects of payroll preparation</li> <li>▪ Administration of auto-enrolment pensions</li> <li>▪ Running RTI procedures</li> <li>▪ Preparation of HMRC returns and payments</li> <li>▪ Resolving queries and making payroll adjustments</li> <li>▪ Knowledge of current tax/payroll legislation and relevant employment law matters</li> <li>▪ IT literate with good Excel and Word skills</li> <li>▪ An understanding of confidentiality and data protection issues.</li> <li>▪ Operating payroll software systems</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proficient in use of FMP Payrite Payroll Software</li> <li>▪ Experience in auto-enrolment procedures from staging date</li> <li>▪ Setting up pension schemes with NEST or equivalent provider</li> <li>▪ Producing reports and statistics using advanced Excel skills</li> <li>▪ Understanding of Direct Payments in the context of health and social care provision</li> </ul>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Educated to GCSE level standard or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>▪ CIPP qualification</li> <li>▪ Diploma or similar qualification in Business Administration</li> </ul>
<b>Other requirements of the job</b>	<ul style="list-style-type: none"> <li>▪ Commitment to promote choice, independence, rights and inclusion.</li> <li>▪ Demonstrate understanding of safeguarding principles</li> </ul>	<ul style="list-style-type: none"> <li>▪ Car owner with clean driving licence</li> </ul>