



Job Description

Job Title:	Payroll Administrator
Salary:	£23,347 per annum (pro rata)
Hours:	TBA or Full time 35 hours per week (Monday to Friday)
Annual leave:	27 days (rising to 30 days) plus bank holidays
Other leave:	1 day birthday and 3 days Christmas/ New Year break.
Responsible to:	Finance & Your Payroll Manager
Key Deliverables:	Comprehensive payroll processing service for multiple companies
Location:	Office based: 263a Tarbock Road, Huyton, Merseyside, L36 0SD.

Purpose

Your Payroll (YP) provides a reliable and cost-effective outsourced payroll solution to SME's. 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.

YP is a subsidiary company of the charity Knowsley Disability Concern (KDC) and gifts all profits to its parent charity. It is an essential fundraiser for the services provided by KDC.

The Role

Reporting to the Finance & YP Manager, the main purpose of this role is to work as part of 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 and monthly payrolls for circa 900+ 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 T&Cs;
- Processing new starters and leavers;
- Issuing P45s and SSP1s;
- Running auto enrolment processes including setting up pension schemes with a variety of pension providers 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 all monthly, quarterly and annual HMRC and DWP reports and statements, and liaison on behalf of clients where necessary;
- Undertaking general administration duties;
- Any other duties reasonably relevant to the role.

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.

April 2023

Finance & YP Manager

Person Specification – Payroll Administrator

ESSENTIAL	DESIRABLE
<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Proficient in all aspects of payroll preparation • Setting up and administration of pension schemes with NEST or equivalent provider; auto-enrolment procedures from staging date • Running RTI procedures • Preparation of HMRC returns and payments • IT literate with good Excel and Word skills • An understanding of GDPR/ DPA and AML regulations • Recent experience of operating payroll software systems 	<ul style="list-style-type: none"> • Experience in using FMP Payrite Payroll Software • Understanding of Direct Payments in the context of health and social care provision • Knowledge of current tax/payroll legislation.
<p>Skills and Effectiveness</p> <ul style="list-style-type: none"> • Excellent customer service skills • Ability to communicate well with people at all levels and from a variety of backgrounds with empathy, patience and understanding. • Ability to deal with high volumes of data input with extreme accuracy • Excellent levels of numeracy and literacy and be a ‘quick learner’. • Highly organised with excellent time management skills • Ability to prioritise workload and work to strict deadlines. • Ability to resolve queries in a timely manner and make necessary adjustments • Apply a mature attitude and common sense to support the team. 	
<p>Education and Qualifications</p> <ul style="list-style-type: none"> • Educated to GCSE level or equivalent 	<ul style="list-style-type: none"> • CIPP qualification or similar
<p>Other requirements of the job</p> <ul style="list-style-type: none"> • Commitment to promote choice, independence, rights and inclusion. • Demonstrate understanding of safeguarding and equality & diversity principles in a customer service environment. 	

Other Information

The post-holder is expected to familiarise themselves with, and adhere to, all of the organisation's Policies and Procedures including Health & Safety policies and procedures.

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 ensure that you comply with our Data protection Policy and procedure. 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.

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.

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.

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).

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.

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:

- 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.

April 2023

Finance & YP Manager

Your Payroll is the trading name of KDC (Commercial) Limited)

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