



## Job Description

<b>Job Title:</b>	Payroll Administrator
<b>Salary:</b>	£25,000 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 SME's. We specialise in delivering payroll bureau services for multiple companies, ranging from individual employers of personal care assistants to SME's.

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 1,000 companies
- Dealing with day to day enquiries and resolving customer queries by telephone, email or face-to-face 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 terms and conditions.
- 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 IRIS 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:

- 30 days holiday (rising to 33),
- Statutory bank holidays,
- 3 days additional leave during the Christmas and New Year Period,
- Internal training programmes,
- employee assistance programme,
- Personal Growth day,
- 'Give Back' day,
- annual team away day,
- annual business planning day.

## **March 2024**

## 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>▪ Ability to communicate well with people at all levels and from a variety of backgrounds with empathy, patience and understanding.</li> <li>▪ Ability to deal with high volumes of data input with accuracy</li> <li>▪ Exceptional 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>▪ Ability to resolve queries in a timely manner and making necessary adjustments</li> </ul>	<ul style="list-style-type: none"> <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>▪ Setting up and administration of pension schemes with NEST or equivalent provider; auto-enrolment procedures from staging date</li> <li>▪ Running RTI procedures</li> <li>▪ Preparation of HMRC returns and payments</li> <li>▪ Knowledge of current tax/payroll legislation and relevant employment law matters</li> <li>▪ IT literate with excellent Excel and Word skills</li> <li>▪ An understanding of GDPR and AML regulations</li> <li>▪ Operating payroll software systems</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in using FMP Payrite Payroll Software</li> <li>▪ Understanding of Direct Payments in the context of health and social care provision</li> <li>▪ Experience of producing reports and statistics</li> </ul>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Educated to GCSE level (Math's and English) 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> <li>▪ Comfortable interacting with people with disabilities and communication needs</li> <li>▪ Authorised to work in the UK</li> <li>▪ Exceptional team working ethos</li> <li>▪ Commitment to ongoing personal development</li> </ul>	<ul style="list-style-type: none"> <li>▪ Car owner with clean driving licence</li> </ul>

## **Other Information**

The post-holder is expected to familiarise themselves with, and adhere to, all of the organisations' Policies and Procedures and comply with 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 2018, 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. The company 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 company or personal use. Access and usage of company 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 that 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.**

**March 2024**