

Job Description

Payroll Manager

This job reports to	Finance Director
Who reports to this job	No direct reports
Working with	<ul style="list-style-type: none"> • HR & Payroll team • All other company employees • IT & Systems providers • Training providers
Planning and supervision	<ul style="list-style-type: none"> • Liaising with HR & Payroll team and Line Managers to achieve accurate and timely payroll
Overview of this job	<ul style="list-style-type: none"> • Responsible for providing confidential, efficient and proactive payroll and administrative support to facilitate the delivery of an accurate, timely Payroll • Manage payroll systems and keep updated
Criteria for success	<p>This job holder can be measured by their:</p> <ul style="list-style-type: none"> • Effective management of the Company's payroll • Knowledge of and adherence to payroll and employment legislation, Company policy and best practices • Accuracy and timeliness of the work completed • Professionalism and confidentiality
Specific tasks	<p>This job holder must be able to:</p> <ul style="list-style-type: none"> • Provide advice/information and resolve payroll queries via telephone, email or in person, visiting sites as required • Maintain confidential records; comply with Data Protection principles • Compile and communicate monthly payroll calendar in advance, manage compliance to ensure efficient and timely payroll • Process payroll for c. 700 employees to ensure employees are paid correctly and on time • Calculate PAYE, NI contributions • Manage monthly EPS (E.G. SMP, SPP) submissions and reconciliation of RTI • Manage monthly pension contributions incl. Auto Enrolment • Maintain documentation to facilitate deductions such as payments made to Inland Revenue, CSA, pension, sick, unpaid leave etc • Provide monthly payroll data to the Divisional Accounts departments • Prepare for regular audit procedures • Produce a tracker for payroll queries producing monthly metrics & RCA report; work with managers to improve payroll accuracy, providing training and support as required

	<ul style="list-style-type: none"> • Provide information to employees regarding entitlements to maternity/paternity leave, sick pay entitlements, holidays etc, ensuring accurate records are maintained • Liaise with Pension Providers to ensure appropriate information is circulated to scheme members, correct contributions are processed and accurate records are maintained • Produce P11D statements • Complete and submit documents, returns and census to appropriate Government bodies as required • Produce, collate and maintain confidential data and reports; archive as appropriate • Assist HR team with administration and ad-hoc tasks • The above list is non-exhaustive and other reasonable duties will be undertaken as required for the effective performance of the post • Duties may change over time and the role-holder will be expected to co-operate where such changes are reasonable
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Person Specification

<p>Knowledge and skills required</p>	<p>Ideally, the job holder will have a relevant Institute of Payroll Professionals (IPP) qualification, or equivalent, but this is not essential</p> <p>Also, knowledge of:</p> <ul style="list-style-type: none"> • Payroll and pensions legislation and its application • A wide range of pension schemes incl. Auto Enrolment • GDPR • Payroll Software <p>And have:</p> <ul style="list-style-type: none"> • Proficient IT skills/computer literacy, including Microsoft Word, Excel, Outlook and Powerpoint • Excellent keyboard/data entry skills • Clear, effective written and verbal communication and interpersonal skills • A high level of administrative and organisational skills • Meticulous attention to detail with a high level of accuracy • A methodical and process orientated approach • A full driving licence <p>And be able to:</p> <ul style="list-style-type: none"> • Act with professionalism, discretion and diplomacy at all times • Quickly analyse and solve problems with a positive outcome • Use numbers, formulas and equations readily and accurately • Multi-task – adapting readily to changing priorities • Remain calm under pressure – reacting positively to sudden and unexpected changes in demand
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	<ul style="list-style-type: none">• Build rapport with people at all levels• Research, collate and report factual data• Maintain confidentiality
Competencies	<ul style="list-style-type: none">• Establishing and maintaining relationships• Team working• Problem solving and decision making• Continuous improvement• Results focused• Integrity• Flexible• Planning and Organising/Team Member• Communication• Confidential• Accurate• Numerate• Computer literate