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| SECTION 1 – IDENTIFYING INFORMATION |

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| Job Title | Payroll Administrator | Department | Payroll |
| Function | Human Resources | Site | Thorpe Park |
| Date | February 2024 | Approved by  (manager) | Jack Hall |

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| SECTION 2 – JOB SUMMARY |
| To assist in providing an effective payroll service to the company, ensuring the accurate and timely payment of employee’s salaries. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| Processing   * To assist in the preparation and processing of the Fortnightly/ 4-Weekly and Salaried payrolls; review and ensure accuracy of approved timesheets * Establish and maintain employee records; ensure that employees changes are entered correctly and made on a timely basis; review changes for correct authorisation and compliance with SOX regulations. * Process New Starters, Leaver’s, Salary Changes, Pensions, Allowances, Deductions, Salary Sacrifice items, etc. * Set up and administration of auto-enrolment pension schemes. * Prepare and submit RTI reporting to HMRC. * Maintain sickness and absence records for calculation of SSP; calculate and process SMP, SPP and SAP. * Answer payroll queries in a timely and efficient manner; provide advice to employees and managers in relation to pay, pension, taxation and National Insurance. * Calculate and prepare manual payments and third party disbursements. * Prepare employee payslips and issue via self service online portal or post in accordance with employee preference. * Undertake tax year end delivery as and when required, ensuring compliance with all statutory obligations. * Work closely with the HR function to ensure continuity of reporting and data transfer to payroll. * Assist in the processing of employees’ expenses in line with company policies and procedures. |  |
| **Data Collation / Reporting**   * Prepare and process all HMRC reports/Forms, ensuring HMRC guidelines are met and correct taxations rates applied. * Prepare and submit HMRC RTI reports * Liaise with pension providers and prepare and submit reports for auto-enrolment * To formulate accurate and timely reports for various departments, as required. * To prepare all standard payroll reports for review and authorisation by Payroll Manager |  |
| **Data Protection**   * To maintain the responsibility of data protection, ensuring an awareness of all Company policies and procedures relating to data protection and to adhere to any instructions given pertaining to this. |  |
| **Guidance / Advice on Payroll:**   * To be a key contact for payroll related issues at Hain Daniels Group and to deal efficiently with payroll related queries from employees in a professional manner. |  |

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| SECTION 4 – EDUCATION & EXPERIENCE |

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| Education Level (i.e. Degree, Prof. Quals., etc) | * A payroll foundation level qualification would be advantageous. |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | * Proven and demonstrable experience in a payroll environment i.e. Pensions, Auto enrolment, understanding of payroll legislation. * Experience or processing and reimbursing employee expenses. * Experience of SAGE 50 Payroll. |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | * Strong organisational skills and the ability to work under pressure; ability to handle and prioritise multiple tasks and meet deadlines. * Numerate. * Strong PC skills including proficiency in Excel. * Ability to maintain confidentiality and exercise discretion * Strong interpersonal communication skills. * Strong work ethic and a team player. |

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| SECTION 5 – DIMENSIONS & SCOPE |

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| Budgetary Responsibility | Direct/Indirect Budget | Size/Amount |  |

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| Other key dimensions  (.e.g. sales, products, skus, reports, invoices, etc  Please put description and numbers |  |

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| SECTION 6 – CONDITIONS OF ROLE |

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| State any conditions for role  (e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | Fluent in both written and spoken English |

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| SECTION 7 – POSITION IN ORGANISATION |

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| **Peer Positions (list below)** | Team Size (if none put 0) | 4 |
| Payroll Manager |
| Payroll Administrator | Reports to (Job Title) | Payroll Manager |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** |
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| SECTION 8 - SIGNATORIES |

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| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |