|  |
| --- |
| SECTION 1 – IDENTIFYING INFORMATION |

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

|  |
| --- |
| 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.  |

|  |  |
| --- | --- |
| 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.
 |  |

|  |
| --- |
| SECTION 4 – EDUCATION & EXPERIENCE |

|  |  |
| --- | --- |
| 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.
 |

|  |
| --- |
| SECTION 5 – DIMENSIONS & SCOPE |

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

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

|  |
| --- |
| SECTION 6 – CONDITIONS OF ROLE |

|  |  |
| --- | --- |
| 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 |

|  |
| --- |
| SECTION 7 – POSITION IN ORGANISATION |

|  |  |  |
| --- | --- | --- |
| **Peer Positions (list below)** | Team Size (if none put 0) | 4 |
| Payroll Manager |
| Payroll Administrator | Reports to (Job Title) | Payroll Manager |
|  |

|  |  |
| --- | --- |
|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** |
|  |

|  |
| --- |
| SECTION 8 - SIGNATORIES |

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