

Role Profile: **Senior Payroll Administrator**

Reporting to: Financial Controller and Managing Director

Location:TP Niven,Palnackie near Dalbeattie

**Purpose of Role**

Management and processing of the weekly and monthly payrolls and associated reports, on time, ensuring accuracy and legal compliance.

Delivery of an HR starter/change/leaver administration service, either through direct delivery or via site administrators. Support and advice will be available from an external HR advisor as and when required.

**Payroll**

1. Process the weekly and monthly payrolls, including processing of new starters, changes, leavers, all types of absence/leave, overtime, court orders, other exceptions etc.
2. Oversee collation and summary of timesheets carried out by the Payroll Administrator, ensuring absence cover provisions are in place.
3. Prepare and process HMRC paperwork, RTI returns, reports, payments and other submissions. Carry out month and year-end processing and procedures.
4. Complete BACS processing.
5. Manage production and distribution of payslip information and P45s etc.
6. Produce scheduled and ad-hoc payroll, pension and other payroll-related reports. Keep the necessary records to ensure easy and efficient retrieval of information required by external bodies and the management team.
7. Ensure compliance with statutory reporting (such as gender pay reporting).
8. Manage pension administration. Create, amend and upload pension files through our Pension Provider’s Gateway (currently NOW pensions). Process opt-outs, opt-ins, AVC requests etc. as advised by the pension provider via the Gateway.
9. Manage enhanced and contractual holiday pay records. Maintain and balance the holiday record spreadsheet.
10. Keep up-to-date with legislative changes and plan and implement changes in a timely and methodical manner, liaising with the management team as necessary.
11. Liaise with external agencies and organisations such as HMRC, pension providers, payroll software provider as and when required.
12. Deal with manager and employee queries in a pleasant and helpful manner.

**HR Administration**

1. With support or advice from the external HR advisor if necessary, the Senior Payroll Administrator will be responsible for the following activities, either through direct delivery or by overseeing the work of site administrators:
	1. Create and maintain electronic personnel records and look after historic paper records. Ensure that processes and storage comply with Data Protection legislation.
	2. Conduct pre-employment checks, population and issue of job offers/contracts, and processing all other new starter administration.
	3. Prepare and process contract change letters.
	4. Prepare and process leavers’ documentation.
	5. Deal with family friendly and other leave administration.
	6. Ensure that adequate systems are in place to monitor absence, liaising with managers if necessary.
	7. Provision of HR administration KPIs.
2. Liaise with managers and the HR advisor to ensure that terms and conditions templates, the Employee Handbook and other ‘HR’ documents are accurate and up-to-date.
3. Support the management team with TUPE in/TUPE out processes.
4. Support the Managing Director and other members of the management team with any other HR administration queries or activities.

**General**

1. Identify and drive process improvement within the payroll and HR administration function, liaising with, and considering feedback from senior management as appropriate.
2. Escalate any issues or concerns as required to senior management.
3. Support with any other projects or undertake any other duties as required by management.

**Required experience, knowledge & skills**

* Desirable – Recognised payroll qualification.
* Essential – Sound experience of processing payroll with excellent knowledge of end to end payroll processing and good understanding of the complexities of applicable law and regulations.
* Essential - Proficient with payroll software (we currently use Earnie IQ), and advanced Excel knowledge. Good with MS Outlook and MS Word.
* Essential – strong analytical skills, highly organised with the ability to manage and prioritise a busy and varied workload.
* Desirable – Basic HR administration experience including preparation of employment contracts/change letters, identification of HR ‘red flags’ in terms of contract changes/dismissals etc.
* Desirable – TUPE in and TUPE out experience.
* Essential – good interpersonal skills and the ability to communicate clearly and concisely to managers and other employees.
* Essential – attention to detail and getting things right first time.
* Essential – a flexible and helpful approach.