**Job Description**

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| **Job Title:** Payroll Administrator  **Reporting To:** HR Manager  **Job Purpose:**Processing of the company’s payroll using the time and attendance and payroll software. Includes responsibility for various cashbook payments |
| **Main Responsibilities:**   * Responsibility for the processing of the weekly and monthly payroll, including the processing of expenses and the payroll year end. Also ROI payroll (Sage - 1 employee) * Management of the time and attendance software (North Time & Data) * Processing payroll payments using the bacs system and online banking * Ensure adherence to current HMRC legislation and administration of Auto Enrolment, SSP, SMP, SPP and SPL schemes * Processing statutory payments of PAYE/NIC, pension, CSA and salary sacrifice * Issuing payslips, P45s and P60s to employees * Process the monthly Payroll to Nominal TF * Preparation and distribution of payroll information to senior management * Maintenance and coding of the cash book to reflect non-supplier entries * Preparation and processing of a number of month end journals * Management of the company petty cash * Responding to manager / employee payroll queries * Any other reasonable duties as may be required |

**PERSON SPECIFICATION**

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| **Job Title:** Payroll Administrator   |  |  |  | | --- | --- | --- | | **Criteria** | **Essential** | **Desirable** | | **Qualifications/**  **Attainments** | Maths and English Qualifications to GCSE level (or equivalent) | * Third level education | | **Relevant Experience** | * 2 years experience of payroll software and time & attendance systems * Experience of processing weekly and monthly payrolls, expense claims and payroll year end * Previous experience of working within a Payroll function / department / role | * Experience gained in 50+ employee environment * Appreciation of the duties undertaken within the accounting function * Experience in a manufacturing environment | | **Skills and Competencies** | * Highly organised with excellent interpersonal skills * Evidence of effective planning and time management abilities * Understanding and awareness of current legislation affecting employees and employers * Proficient in the use of MS Office software (particularly Excel) | * Ability to confidently engage with employees from shop floor to Director level | | **Circumstances** | * Able to work flexibly as required to meet business needs |  | |
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