**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
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**PERSON SPECIFICATION**

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| **Job Title:** Payroll Administrator

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications/****Attainments** | Maths and English Qualifications to GCSE level (or equivalent) | * Third level education
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| **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
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| **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
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| **Circumstances** | * Able to work flexibly as required to meet business needs
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