**Job Description**

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| **Job Title:** Payroll Administrator (24 hours part-time – Monday, Tuesday, Wednesday)  **Reporting To:** HR Manager  **Job Purpose:**This role is to provide holiday/absence cover for the senior payroll administrator in addition to providing administrative support for the payroll function. |
| **Main Responsibilities:**   * Full working knowledge of both weekly and monthly payroll processes including ROI payroll (Sage - 1 employee) * Assist with maintaining the time and attendance software - North Time & Data (NTD) * Processing employee data through Brightpay, NTD and HRIS software * Preparation and distribution of payroll information to senior management * Processing of expenses * Recording monitoring information on an ongoing basis and completing Fair Employment Monitoring Return annually * Extract employee absence and sickness information to support absence management * Data collection for payroll reports * Issuing employee contracts * Responding to manager / employee payroll queries * Processing employee benefits * Project work when required * 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 in a relevant subject | | **Relevant Experience** | * 1 year experience of payroll software and time & attendance systems * Experience of processing payrolls and expense claims * Previous experience of working within a Payroll function / Accounts department | * Experience gained in 100+ employee environment * Appreciation of the duties undertaken within Payroll function * Experience in a manufacturing environment | | **Skills and Competencies** | * Highly organised with excellent interpersonal skills * Evidence of effective planning and time management abilities * Proficient in the use of MS Office software (particularly Excel – skills test will be required) * Ability to work with confidential and sensitive information | * Ability to confidently engage with employees from shop floor to Director level * Understanding and awareness of current legislation affecting employees and employers | | **Circumstances** | * Able to work on-site 3 days per week (MTW) |  |   **Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**  **John A. Mackle**  **Managing Director**  **Date of next review: 3 years from date of approval** |
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