**Job Description**

|  |
| --- |
| **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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
|  |