**Job Description**

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| **Job Title:** Payroll & HR Administrator  **Reporting To:** HR Manager  **Job Purpose:**This is a dual role to provide holiday/absence cover along with supporting the existing payroll administrator combined with providing administrative support for the HR function of the business. |
| **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 and HR reports * Issuing employee contracts * Responding to manager / employee payroll queries * Processing employee benefits * Involved in the initial stages of company recruitment and associated administration. * Support Line Managers in dealing professionally with disciplinaries, grievances, and performance management issues * Assist the HRM in managing absence – meeting preparation and notetaking * Provide HR advice and guidance to all depts. within the business * Prepare and present KPI information * Project work when required * Cover reception for sickness/holidays * Any other reasonable duties as may be required   This job specification will be subject to change with the introduction of the new HRIS. |

**PERSON SPECIFICATION**

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| **Job Title:** HR & Payroll Administrator   |  |  |  | | --- | --- | --- | | **Criteria** | **Essential** | **Desirable** | | **Qualifications/**  **Attainments** | Maths and English Qualifications to GCSE level (or equivalent) | * Third level education in a relevant subject * Willing to work towards CIPD qualification | | **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 / HR department | * Experience gained in 50+ 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) * A team player * Ability to work with confidentiality with 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** | * Flexible to working on various shifts |  | |
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