**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

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| **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
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| **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
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| **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
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| **Circumstances** | * Flexible to working on various shifts
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