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|  | **Job Description** | |
| Payroll Administrator | |
| Reporting to: | Payroll Manager |
| Responsible for: | N/A |

Aims of the post

The role works across both parts of the company and will give exposure to the multifaceted nature of payroll in both the care and education sector.

Drawing on their experience as a payroll administrator, the post holder will help ensure that both payrolls are delivered in an accurate and timely manner, adhering to all statutory and company requirements. Working closely, and with backing from the payroll manager, you will be providing support to employees and managers as well as our colleagues in people services to deliver a high-level payroll service.

Main purpose of the job

* To help support the Payroll Manager by ensuring the accurate and timely payment to circa 600 employees across two monthly payrolls.
* Process starters, leavers and any other changes that impact pay.
* Supporting managers to ensure monthly timesheets are completed and approved for payment before uploading, both on IHCM 2 and Realtime.
* Data input of employee absence and checking compliance with statutory and internal policy.
* Process statutory parental payments including manual calculation of alabaster.
* Compliance with HMRC for monthly reporting and tax code changes plus other tasks as required across the year (P60s, P11ds, P46 car etc).
* Check and input mileage and expenses claims.
* Ensure compliance with any AEO or DEA statutory deductions and communicating with employees.
* Checking personal emails so that final pay statements and P45 can be sent in a timely manner to leavers.
* Administration of self-service system with answering password reset/logging in problems.
* Ensure compliance with auto enrolment pension policy.
* Respond to basic payroll queries with the support of the Payroll Manager.
* Ensure compliance with Data Protection and GDPR.
* Assist in the preparation of budgetary information from the payroll information as required by the Group Finance Director and provide support to the Group Finance Director during the annual budgeting process.
* Support the Group in updating pay structures, benefits and/or grades on an ad hoc basis
* Support in conducting regular checks and audits to ensure the integrity of the payroll database, updating data as necessary and ensuring that the payroll database is working properly and that problems are identified to the Group Finance Director and/or the IT department whilst also working with ADP to rectify issues.
* Support and at times deputise for the payroll manager in carrying out month and year end processes essential for statutory and other returns.
* Support employees and managers in handling payroll queries as required, within the remit of the payroll process.
* Liaise and partner with the People Services team to ensure that overlapping data and processes are as efficient and effective as possible.
* Assist with projects to ensure that payroll and pensions comply with relevant regulatory requirements and legislation.
* Assist the Finance Team with ad-hoc administrative and processing tasks as needed.
* Undertake any other duties and tasks as reasonably required to ensure the successful operation of the payroll.

Health, Safety & Wellbeing

1. Be aware of the overall responsibility Leaders have for the Health and Safety arrangements within the service and the wider organisation. This includes risk assessment of those working within the services. Support managers in ensuring that Phoenix meets its obligations for health and safety training.
2. Understand when RIDDOR reports should be generated.
3. Take care of your own health and safety and that of people who may be affected, including People we support, fellow colleagues and visitors / trainers by what you do (or do not do).
4. Follow the Company’s Policies and procedures, training and instruction you have received while at work.
5. Immediately report and Health and Safety concerns to your manager.

Relationships

1. Establish and maintain balanced relationships with employees, leaders, customers, the local community and other parties to whom Phoenix has dealings.
2. Always represent the Company and our services in a professional way.
3. Work as an integral part of the operational team; supporting the operations team to provide high quality customer service.
4. Develop positive and proactive relationships with Central Support ‘Hub’ services (e.g. Recruitment, Central HR Administration, Finance, Maintenance, IT and other central support services).

Person Specification

APP – Application INT = Interview AST = Assessment

| **Essential Criteria** | **Measurement** | | |
| --- | --- | --- | --- |
| **APP** | **INT** | **AST** |
| Have proven experience of working within an internal payroll department processing end to end payroll or equivalent exposure to supporting payroll processes. | **ü** | **ü** | **ü** |
| Have proven knowledge and experience of working with both academic payroll and 52-week payroll. | **ü** | **ü** | **ü** |
| Have strong attention to detail and be well organized. | **ü** | **ü** | **ü** |
| Working to tight deadlines in a fast-paced environment | **ü** | **ü** | **ü** |
| Competent knowledge and use of Word, Excel, Outlook, MS Teams etc | **ü** | **ü** | **ü** |
| Willing to work on a flexible basis to meet the needs of the business | **ü** | **ü** | **ü** |
| Self-motivated, able to work as part of a team, but also on own initiative | **ü** | **ü** | **ü** |
| Excellent time management skills | **ü** | **ü** | **ü** |
| Good interpersonal skills and customer service approach with resilience | **ü** | **ü** | **ü** |
| GCSE English and Math Grade A -C or equivalent | **ü** |  |  |
| Proficient in Excel | **ü** |  |  |

| **Desirable Criteria** | **Measurement** | | |
| --- | --- | --- | --- |
| **APP** | **INT** | **AST** |
| A CIPP or equivalent qualification is beneficial but if not, to be able to demonstrate understanding and knowledge of payroll legislation | **ü** | **ü** | **ü** |