



Job Title: Payroll Administrator

Job Purpose:

Provide an effective and efficient payroll administrative service to the Organisation ensuring compliance with policies, procedures and HR best practice.

Payroll Administration

1. Analyse staff rotas to calculate hours worked, holiday, sickness and other payments as due.
2. Prepare all documentation for employees relating to contract and salary changes, maternity and other types of leave in line with current legislation and Organisation policies.
3. Ensure accurate maintenance of payroll records to provide management information including absence, timekeeping, and staff turnover.
4. Deal with staff queries on policies or procedures and act as the first point of contact for all payroll related matters.
5. Working closely with HR to onboard new team members and maintain records.
6. Liaise with external payroll bureau to ensure accurate gross to net payment calculation and final payroll outputs.
7. Ensure compliance with GDPR and maintain confidentiality of employee information and Organisation's data.
8. Provide an efficient, professional and friendly service to all staff, service users and customers including the discreet and diplomatic handling of incoming calls and e-mails.

Personal Accountability

1. Act professionally and work co-operatively as a member of a staff team and contribute to a culture of open communication to include constructive feedback for self and colleagues.
2. Pro-active ownership of all tasks to ensure efficient running of payroll administration.

Project Work

1. Undertake ad-hoc projects as directed by Line Manager from time to time.

Additional Requirements:

1. Attend all training courses as directed by Line Manager and be responsible for maintaining and improving own knowledge and skills through experience and training.
2. Adhere to Apuldram's Policies and Procedures.

3. Willingness to work flexibly in order to meet the needs of the service.
4. Undertake any other duties that reasonably fall within the scope of the job role as and when required to ensure the safe and smooth running of the Service.
5. Comply with all health and safety policies and procedures and protect the health, safety and wellbeing of customers, trainees and colleagues.

Person Specification

ESSENTIAL	DESIRABLE
Good general standard of education to GCSE Grade C or equivalent. Strong IT skills including confidence in using a variety of MS Office applications 2-3 years payroll experience	Accreditation in MS Office applications
High level of Excel knowledge and the ability to calculate gross pay, holiday and sickness entitlements using Excel	Experience of manual payroll Recognised payroll qualification or QBE
Demonstrable experience with HR procedures relating to payroll and knowledge of general HR policies.	
Professional telephone manner, ability to respond to queries and to initiate contact. Good interpersonal skills	
Ability to work unsupervised and to use own initiative. Well organised with demonstrable experience of task prioritisation, accuracy and effective time management.	Previous experience of lone / remote working
Commitment to continuous learning, training and professional development	
Friendly and engaging personality Strong customer service skills Can-do attitude	
Able to work flexibly	Full driving licence and car owner

Key Competencies Required for the Role:

- Ability to work on own and as part of a team
- Numerate and accurate
- Excellent administrative and organisational skills
- Ability to communicate effectively with a range of people using interpersonal and influencing skills
- Diligence (understanding regulations and ensuring that procedures are followed accurately)