

JOB DESCRIPTION – Payroll Administrator

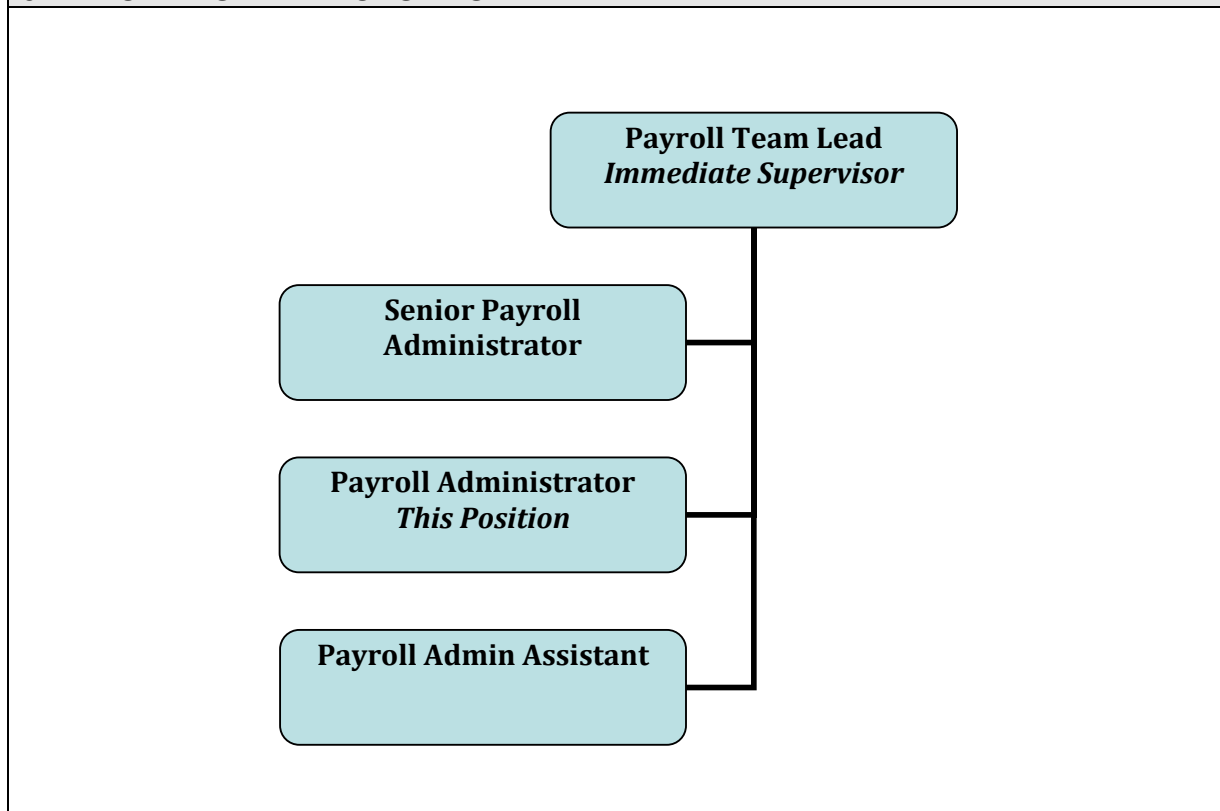
1. JOB DETAILS

Position:	Payroll Administrator	Department:	UK Payroll
Reports To:	Payroll Team Lead	Location:	Aberdeen

2. PRIMARY FUNCTION

Processing payrolls accurately and in a timely manner. Undertaking associated administrative tasks.

3. REPORTING RELATIONSHIPS



4. ROLES & RESPONSIBILITIES

Principal Duties

- Processing of UK Payrolls
- Responsible for accurate inputting of payroll information into reconciliations
- Importing payroll information into payroll software
- Maintenance of payroll records
- Ensuring comprehensive payroll records are kept, both paper and electronic
- Completion of checkers checklist
- Printing, sealing and sending payslips as required
- Preparation of daily BACS file
- Manual calculations of statutory payments & deductions
- Processing of HMRC payroll forms
- Ensure that clients payroll manual is relevant, up-to-date and is used at all times
- Compliance with company procedures
- Accurate time recording and payslip head count, to enable invoice procedure
- Ensure compliance with Data Protection regulations

Service Excellence

- Responding efficiently to all queries from client, employees and 3rd party vendors via email, telephone and website
- Implementation of small to medium payroll
- Ensure that all errors and issues are reported to Senior PA and CAR forms raised if applicable
- Ensure that Senior PA is kept informed of any risks for delivering payrolls in the agreed timescale

Team Focus

- Prioritisation of own workload on a day to day basis
- Participation in daily whiteboard sessions
- Submitting any relevant information that can be discussed at monthly team briefs
- Ensuring a safe working environment and raising any health & safety concerns immediately

Commercial Awareness

- Identifying any process improvement areas and highlighting to Senior PA
- Showing initiative with new ideas
- Identifying and highlighting to Senior PA, ad-hoc requests and opportunities for work that would incur additional fees
- Ensure timesheets are accurately recording in line with company policy

Professional & Personal Development

- Keeping up to date with legislative changes
- Ensure that PPR objectives are reviewed with Team Lead regularly

Competencies

- Payroll experience of 1-2 years or equivalent qualification
- Have proven numeric skills
- A strong emphasis on accuracy and quality
- Ability to multi-task and to co-ordinate a series of different jobs concurrently
- Ability to work under pressure and to strict deadlines
- Good level of IT literacy; familiarity with databases and current software packages
- Competent oral and written communication skills, with ability to evaluate queries and advise clients in a timely and professional manner
- A high level of personal drive and self motivation with an ability to work in isolation when required
- A willingness to learn new tasks and be flexible
- Customer-focused with a service-orientated approach
- Ability to build relationships with clients and colleagues