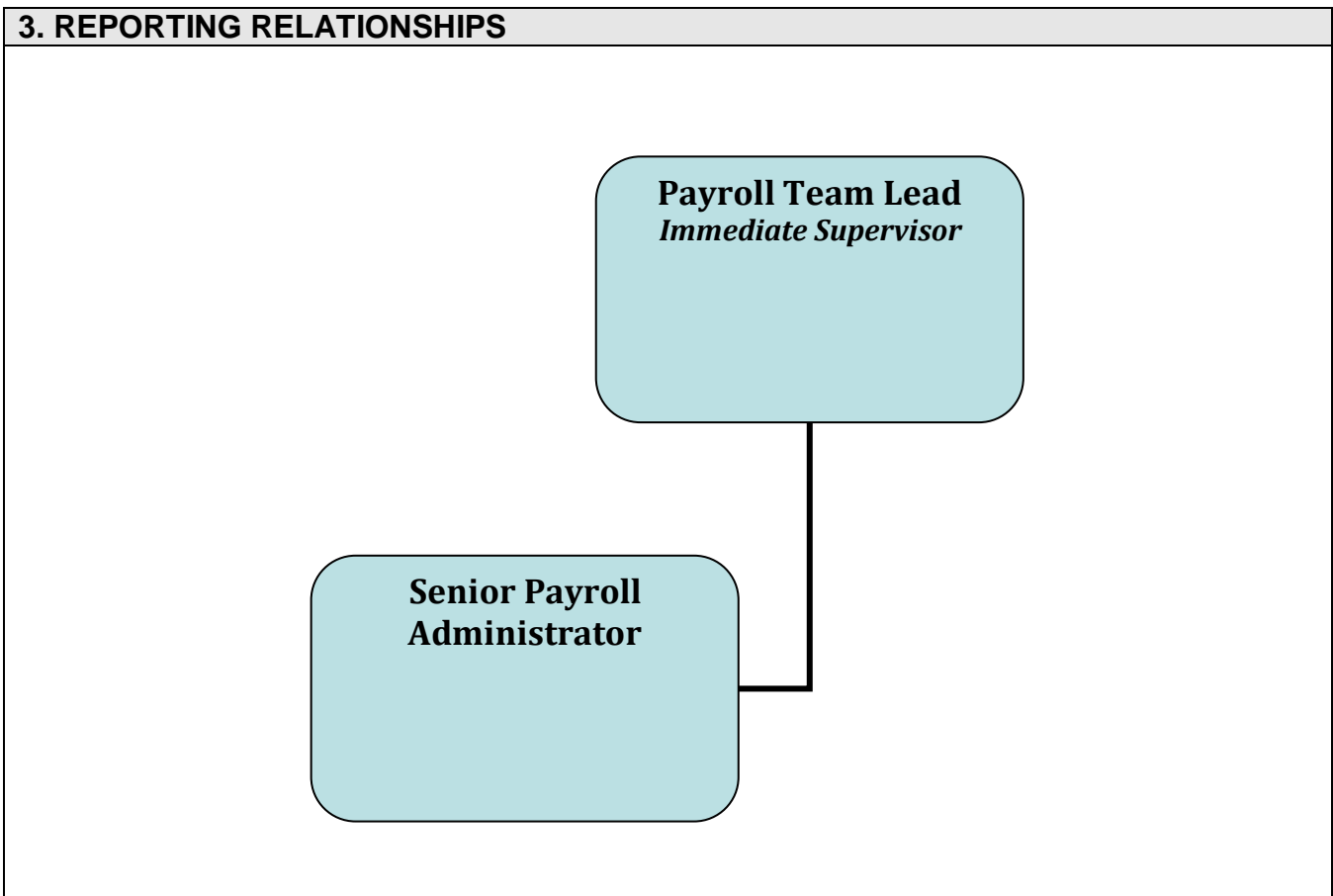


JOB DESCRIPTION – Senior Payroll Administrator

1. JOB DETAILS			
Position :	Senior Payroll Administrator	Department:	Payroll
Reports To:	Payroll Team Lead	Location:	Aberdeen

2. PRIMARY FUNCTION
 Processing complex payrolls accurately in a timely manner, ensuring that they work effectively with internal and external customers to deliver the work in an efficient and professional manner to the satisfaction of the clients. Providing support to the Payroll administrators



4. ROLES & RESPONSIBILITIES

Principal Duties

- Support to Payroll Administrators on complex payroll questions and provide support
- Processing of complex UK Payrolls
- Ensure strict compliance with regulatory deadlines
- Responsible for accurate inputting of payroll information into reconciliations
- Importing payroll information into payroll software
- Identifying improvements to the payroll team and discussing with Team Leader
- 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, but should be done by Trainee Payroll to maximise efficiencies
- Ensuring submission of all clients BACS payments are made within the team
- 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 Team Leads and CAR forms raised if applicable
- Ensure that Team Lead is kept informed of any risks for delivering payrolls in the agreed timescale

Team Focus

- Demonstrate leadership to payroll administrators and assistants
- 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
- Lead the payroll team when the leader is on vacation or sick leave
- Encourage knowledge sharing both internal and external to the payroll team

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 companies policies

Professional & Personal Development

- Keeping up to date with legislative changes
- Ensure that PPR objectives are reviewed with Payroll Manager regularly

Competencies

- Payroll experience of at least 3 years or equivalent qualification
- Have proven numeric skills
- Team player and good communicator
- Positive attitude
- 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