



Job Description Proforma

Job Title	Payroll Administrator
Job Grade	E01
Office location	Woking
Department	Payroll Bureau
People Manager	TBC
Office Principal	Salvador Amico
Service Line Head	Salvador Amico
Works Closely With	Payroll team
Number of Direct Reports	n/a
Overall Purpose of Role	<p>This is a client based payroll position that will offer payroll professionals varied and diverse opportunities to undertake an entire payroll process from start to finish for a portfolio of clients. They will be responsible for the timely and accurate processing of annual, monthly, quarterly or weekly payrolls. The allocation of clients will be based on experience and complexity of client's needs</p>
Key Responsibilities	<ul style="list-style-type: none">• Accurate processing of client payrolls across weekly, monthly, quarterly pay cycles• Setting up PAYE schemes with HMRC• Maintaining and updating client and employee permanent changes• Assisting with other ad-hoc duties as required• Knowledgeable in the administration of auto enrolment pensions via payroll
Job Profile	
Required Qualifications	<ul style="list-style-type: none">• CIPP technician, preferable but not essential. Practical experience will also be taken into account
Required Skills & Knowledge	<ul style="list-style-type: none">• Strong IT skills including MS Office and databases• Experience of with either STAR/Iris or PayCircle is preferred but not essential
Required Competencies	<ul style="list-style-type: none">• A team player• Ability to build relationships• Ability to work to tight deadlines• Self -motivated and able to work under minimal supervision• Excellent customer care skills



Required Work Experience	<ul style="list-style-type: none">• Minimum of 1 – 2 years payroll experience
Travel Requirements	<ul style="list-style-type: none">• N/A• Ability to work from home 1 or 2 days per week.
<i>N.B. This job description outlines the types of responsibilities the incumbent is required to perform. The incumbent may be required to perform job related tasks other than those specifically presented in this job description. It is subject to regular review and will be augmented by the setting of half-yearly objectives around business priorities and goals.</i>	

Employee Name:

Signature:

Date: