



## Job Description Proforma

<b>Job Title</b>	Payroll Senior Administrator
<b>Job Grade</b>	E02
<b>Office location</b>	Woking
<b>Department</b>	Payroll Bureau
<b>People Manager</b>	TBC
<b>Office Principal</b>	Rebecca Wilkinson
<b>Service Line Head</b>	Salvador Amico
<b>Works Closely With</b>	Payroll team
<b>Number of Direct Reports</b>	n/a
<b>Overall Purpose of Role</b>	This is a client focused 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. Overall, they will be responsible for the timely and accurate processing of annual, monthly, quarterly or weekly assigned payrolls as a senior, they will also have responsibility for providing oversight and support to junior and new administrators.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Accurate processing of client payrolls</li><li>• Support the on-boarding process agreed with client and set up payrolls to the system</li><li>• Implementation of new payrolls and procedures</li><li>• Assist with training and supporting junior payroll administrators</li><li>• Assist with the implementation and roll out of quality control checks and system enhancements</li><li>• Knowledgeable in administration of auto enrolment pensions via payroll</li></ul>
<b>Job Profile</b>	
<b>Required Qualifications</b>	<ul style="list-style-type: none"><li>• CIPP qualification, preferable but not essential. Practical experience will also be taken into account</li></ul>
<b>Required Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Strong IT skills including MS Office and databases</li><li>• Experience of with either STAR/Iris or PayCircle is preferred but not essential</li><li>• Experience of various pension providers websites i.e. NEST, Royal London etc</li><li>• Full knowledge of current legislation</li><li>• Good understanding of BACS payments, time frames and the process</li></ul>
<b>Required Competencies</b>	<ul style="list-style-type: none"><li>• A team player</li><li>• Ability to build and sustain relationships with clients</li></ul>



	<ul style="list-style-type: none"><li>• Self -motivated and able to work under minimal supervision</li><li>• Ability to work to strict deadlines</li><li>• Highly organised with the ability to prioritise tasks</li><li>• Excellent customer care skills</li><li>• Strong communication skills at all levels</li></ul>
<b>Required Work Experience</b>	<ul style="list-style-type: none"><li>• Minimum of 2 years payroll experience, within a payroll bureau.</li><li>• At least 4-5 years general payroll experience</li></ul>
<b>Travel Requirements</b>	<ul style="list-style-type: none"><li>• Ability to work from home 1 or 2 days per week.</li></ul>
<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: