



Job Description Proforma

Job Title	Payroll Senior Administrator
Job Grade	E02
Office location	Woking
Department	Payroll Bureau
People Manager	TBC
Office Principal	Rebecca Wilkinson
Service Line Head	Salvador Amico
Works Closely With	Payroll team
Number of Direct Reports	n/a
Overall Purpose of Role	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.
Key Responsibilities	<ul style="list-style-type: none">• Accurate processing of client payrolls• Support the on-boarding process agreed with client and set up payrolls to the system• Implementation of new payrolls and procedures• Assist with training and supporting junior payroll administrators• Assist with the implementation and roll out of quality control checks and system enhancements• Knowledgeable in administration of auto enrolment pensions via payroll
Job Profile	
Required Qualifications	<ul style="list-style-type: none">• CIPP qualification, 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• Experience of various pension providers websites i.e. NEST, Royal London etc• Full knowledge of current legislation• Good understanding of BACS payments, time frames and the process
Required Competencies	<ul style="list-style-type: none">• A team player• Ability to build and sustain relationships with clients



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