

Job description – Payroll Specialist / HR

Overview

We are seeking an enthusiastic and experienced Payroll Specialist/HR to join our team. In this role, you will play a key part in managing the payroll processes and supporting HR administration. The preferred candidate will have a strong background in Payroll and exposure to HR administration, with great attention to detail, excellent organisational skills and a clear ability to remain calm under pressure. Previous experience of building strong working relationships and a passion for supporting employees would be ideal.

You will report into the Payroll Manager.

Payroll Responsibilities:

- Processing the monthly payroll for around two hundred employees.
- Action starters, leavers, change of details, ARA's, timesheet collation, tax code & student loans, deductions, and any other ad-hoc actions.
- Absence management processing to include inputting absence and sickness into our HR system, ensuring self certs and fit notes are obtained where relevant. Manually calculating SSP and record keeping of OSP entitlement.
- Administering new joiners in the pension scheme.
- Manual National Minimum Wage checks.
- Manual calculations including SSP, Tax, NI & pension contributions.
- Working alongside our external Payroll provider.
- Handling payroll-related enquiries and resolving discrepancies.
- Management of starters and leavers on our Payroll portal.
- Processing and checking Maternity pay and entitlement.
- Completing general administrative tasks.
- Data cleanse and compliance checks.

HR Responsibilities:

- Supporting the HR department to include email monitoring, producing contracts, responding to queries.
- Participate in recruitment and selection procedures by placing job adverts, arranging interviews, logging and tracking applications and participating in interviews.
- Provide a prompt and accurate response to HR enquiries
- Maintain accurate records and systems for staff raw data, annual leave and other HR statistics as directed
- Ensure confidential storage of HR materials flagging up dates at which materials can be destroyed
- Providing Management Information reports
- Implement, develop and monitor new office systems and procedures to contribute towards continuous improvement
- Manage and support on specific HR projects
- Data cleanse and compliance checks.

Skills and Experience:

- Proven experience as a Payroll Specialist, experience of working in HR Operations would be desirable.
- Sound knowledge of statutory payroll information. Understanding of UK payroll legislation, processes, and PAYE
- Knowledge of pensions and the pension process for Auto enrolment and salary sacrifice.
- Proficient in Microsoft Excel, Word, and Office 365. Knowledge of excel formulas, pivot tables and data validation is essential
- Knowledge and understanding of GDPR Legislation
- Excellent attention to detail and organisational skills to manage multiple tasks efficiently
- Experience with data entry and maintaining accurate records within a HR and payroll system
- Strong communication skills, both written and verbal, to liaise effectively with employees at all levels
- Manual calculations of maternity, paternity, SSP, OSP and NMW. Pro rata calculations and mid-month calculations.
- Ability to work independently as well as part of a team.

This job description reflects the current situation. It does not preclude change or development that might be required in the future.