**ESS Job Description**

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| **JOB DIMENSIONS:** | | | | | |
| Job Title: | *Payroll Co-ordinator* | Department: | *HR/Payroll* | | |
| Manager: | *Head of HR Operations/ Payroll/Office Manager* | Team: | *HR/Finance* | | |
| Direct Reports: | *N/A* | Location: | *Bridgewater* | | |
| Budget Holder: | *No* | Travel required in role: | *No* | | |
| **JOB PURPOSE:** | | | | | |
| To work with our payroll provider to process the payroll for c.500 employees in an efficient and accurate way, maintaining confidentiality and compliance. | | | | | |
| **KEY RESPONSIBILITIES:** | | | | | |
| * Manage end to end processing of monthly payroll, for PAYE, NI, tax, new starters, leavers, changes, absence, benefits & pension updates to the outsourced payroll provider * Translating data from HRIS and 3rd party providers including benefits and pensions to produce monthly payroll input files in an accurate manner * Complete monthly checking of payroll and work closely with the HR team, managers and our payroll provider to ensure minimal errors in processing * Provide a payroll advisory service for employees, providing a positive experience by responding to all payroll related questions and queries (including, tax, NI, benefits and pension queries) in an accurate and timely manner * Manage processing for year-end inc. end to end responsibility for P11d processes (primarily for fleet) and supporting transition to tax at source for benefits in kind * Maintain accurate records * Produce monthly reports for benefits, pensions and childcare providers and working with finance to ensure 3rd party payments are accurate and on time. * Communicate regularly with and maintain good relationships with providers to ensure accurate processing of the payroll and making improvements to processes (inc. pensions, benefits, childcare and payroll providers) * Producing payroll calculations and liaising with HMRC as required * Make recommendations to improve payroll processes and controls * Keep up to date about payroll legislation and work with our payroll provider to ensure compliance. | | | | | |
| **REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE:** *(delete*  *as required)* | | | | ESSENTIAL: | DESIRABLE: |
| Previous experience running payroll for mid-size organisation | | | |  |  |
| Intermediate/Advanced excel skills with the ability to work with volume data | | | |  |  |
| Methodical with excellent attention to detail | | | |  |  |
| Proven track record of working to deadlines in a fast-paced environment | | | |  |  |
| Ability to work with a range of stakeholders | | | |  |  |
| Previous compensation and benefits/reward experience | | | |  |  |
| Ideally CIPP Qualified | | | |  |  |
| **KEY INTERFACES FOR ROLE:**  This section should identify the key interfaces with other roles/departments/customers the role holder has / required to have for this position. *(if applicable)* | | | | | |
| * Moorepay payroll provider, HR team, Finance team, Pensions provider, Benefits providers, | | | | | |
| **KEY PERFORMANCE INDICATORS:**  These are quantifiable measures used to evaluate the success of the individual in this role. These should be tied to the performance objectives for the person in the role. *(if applicable)* | | | | | |
| * Accurate and on time payroll processing * Data transformation on time and without errors * Answering employee queries in accurate and timely manner. | | | | | |

The company may expect you to undertake other tasks outside of this job description. This job description is not exhaustive and may be updated from time to time