



Job Description

Job Element	
Job title:	Workforce Payroll Administrator
Department:	Workforce Management
Reports to:	Payroll Delivery Manager
Location:	Worcester Head Office
Job summary:	The main purpose of the role is to run outsourced payrolls for clients, producing highly accurate weekly payrolls. Resolving employee, client and supplier queries, producing custom reports and management information, HMRC reporting and working closely as part of a strong payroll team.
Qualifications:	Minimum 5 GCSE/O Level equivalent, including English and Maths
Profile:	<ul style="list-style-type: none"> • Experience in running Payrolls - minimum 2 years • Excellent Microsoft Excel, Outlook and Word skills • Working Pensions knowledge • Ability to produce consistently accurate work to a very high standard • Highly capable of prioritising, organising and time management • Mature attitude, and works on own initiative • Ability to multi task and learn systems quickly • Experience of working in a fast paced environment • Excellent communication skills with focus on customer service • Strong team player
Principal Tasks and Activities:	<ul style="list-style-type: none"> • Day to day running of weekly payrolls • Processing PSC Self Bill Invoices • Calculation of Income Tax, N.I., Student Loan etc. • Administration of P45, P46, P11, P60's • Pensions administration • RTI submissions • Reconciliations • Resolve queries from employees, suppliers and clients • Weekly standard and bespoke reporting • Maintaining confidentiality at all times • Ad hoc duties as specified by Workforce Team

Miscellaneous:

In addition the post holder will be expected to :-

- Undertake training and development deemed necessary for the pursuance of the post.
- Ensure that Health & Safety is observed in the course of employment.
- Comply with the contract of employment and company policies and procedures.
- Comply with any reasonable requests which may be communicated by the company from time to time

This job description does not attempt to define, in detail, all duties and responsibilities and may be subject to periodic review and alteration by the company.

The Information Security Management System applies to the Liaison Information System and relevant assets incorporating recovery and compliance services to the public sector.