

Job Description

Job Title: Payroll Officer

Reports To: Finance Manager

Overall Job Purpose

Reporting to the Finance Manager, you will operate as the stand-alone payroll function but you will receive support from the Finance Officer or Finance Manager at busier periods. Your duties will include; payroll processing for 150 plus employees on a monthly basis, processing starters and leavers, reporting for management, handling queries and general associated finance administration. You will be required to work with all departments providing a service which supports the organisations as they expand, to establish themselves at the forefront of residential childcare, foster care and education.

Key Responsibilities

1. Collating timesheets and recording hours, overtime, sleepovers, mileage, absence and annual leave
2. Processing all elements of payroll including statutory payments and all relevant deductions
3. Responding to all payroll related queries
4. Processing and submitting all HMRC reports
5. Processing and submitting pension contributions to pensions schemes
6. Continuous improvement of payroll systems & processes
7. Completing other general bookkeeping duties
8. Producing and analysing reports as requested by the Finance Manager
9. Carry out any other duties, which might be reasonably expected by Finance Manager
10. Contribute to the development and maintenance of payroll systems and processes

Must have solid knowledge and proven experience of working in a Payroll Officer role and knowledge of the legislative requirements for HMRC and real time reporting. Must be efficient, reliable, driven and ambitious with the ability to manage their own time to meet the required deadlines.

Skills and Personal Qualities

Essential:

- Excellent numeracy and accuracy skills
- Excellent problem solving skills
- Possess good analytical skills

- Knowledge of payroll legislation
- Knowledge of rotas and timesheets
- Excellent IT skills including SAGE Payroll, Excel and Google Drive
- Highly motivated with commitment and enthusiasm
- Mature, Trustworthy, Reliable, and able to exercise initiative and good judgement when required
- Good communication skills, both written and verbal to convey and communicate information clearly at all levels
- Highly organised and able to work well under pressure and to work to tight deadlines
- Inspire trust and be discreet and tactful when handling confidential information
- Must be a team player and also able to work unsupervised

Desirable:

- Knowledge of basic bookkeeping