

Job Title	Payroll Officer
Reports To	Payroll Manager
Grade	Grade 4
Purpose	<p>This role will perform all activities necessary to process payroll, including calculating employee's compensation, updating the payroll data base to ensure timely payments and maintaining related records in line with the relevant audit controls. This will involve processing and providing audit reports for the payroll manager and the finance team.</p> <p>A critical part of the role will also be checking that the data held in SAP HR is accurate to support the full payroll and HR process. In addition to this you will be involved in regular system testing as and when updates are received.</p>
Key Accountabilities	<ul style="list-style-type: none"> • Ensure timely processing of colleague payroll on a monthly basis. • Adhere to current payroll tax requirements. • Adhere to current statutory payments such as Statutory Sick Pay (SSP), Statutory Maternity Pay (SMP) etc. • Ensure required deductions are made such as court orders. • Manage the quarterly childcare voucher scheme, generating orders, checking payments and maintaining any framework orders as required. • Be the first point of contact for line managers and employees regarding queries on pay. • Ensure changes required are followed up with correct authorisation and processed accurately. • Processing of Aviva Pension. • P45's and third party remittances each month. • Records management, ensuring timely scanning of documents and changes onto personnel files, carrying out payroll related audits and carrying out wider departmental tasks as required.
Technical Know-How & Skills	<ul style="list-style-type: none"> • Experience of operating SAP HR • Experience of working within a payroll team • Up to date knowledge' of tax, NI and statutory payments • Excellent PC skills • Excellent Excel skills • Good written communication, administrative and interpersonal skills • A good understanding of HR and Payroll Policies & Procedures is desirable