



## Payroll Administrator

Between £17,000-20,500k pa - Depending on Experience

Permanent contract

Laptop & free secure parking

37hrs per week (with flexible working hours and working from home)

Pension, Minimum 24 days annual holidays – plus Public Holidays

Significant professional development opportunities

*'Although we are looking for someone with the right qualifications, we are interested in hearing from passionate people with the right attitude and experience, alongside a flexible and solution-focused proactive mindset'*

### JOB TITLE & SUMMARY

#### Payroll Administrator

- To provide a high level of service in undertaking the processing of payroll services to customers.
- Assist with the effective and efficient delivery of SAAF Education Payroll Division in line with contractual obligations and the company growth plans
- Successfully cultivate and manage continuing relationships with clients and stakeholders
- Take a proactive approach to productivity and meeting deadlines to ensure high levels of client satisfaction and quality standards
- Assist other team members with queries and offer resolve
- Model the values, ethos, and generic leadership and management expectations as set out in this document

### RESPONSIBILITIES

- Manage day-to-day communication with customers, updating the email inbox and customer folder. Correctly processing incoming work and reports generated.
- Receiving and responding to requests for information from internal and external bodies or employees by email, telephone, or letter.
- Resolve payroll and pension queries in a timely and methodical manner. Ensuring excellent customer service to the client throughout the process.
- Providing accurate and consistent advice to customers and employees on routine matters related to pay and the functioning of the team.
- Maintaining secure computerised and manual information systems, including data input and output procedures. Ensuring compliance with statutory obligations.
- Accurately updating computerised and manual information systems, with personnel and payroll information received. Ensuring compliance with agreed service levels.
- Processing changes to employee permanent records, in line with instructions from customers and appropriate external bodies.
- Processing temporary payroll changes, in line with instructions from customers
- Carry out the payroll calculation process regularly, balancing and validating the data before ensuring the production and delivery of required reports accurately and by agreed deadlines.
- Access instructions from and report to HMRC as appropriate.
- Process pensions information and forms for starters leavers and service history.

- Undertake manual calculations of statutory payments or deductions such as SMP SSP Occupational sick pay and NI and check as required.
- Ensure changes are checked and that payroll output is validated systematically and correctly in line with company policy and department procedures.
- Assist with the implementation of new payrolls.

### **Other**

- Ability to work under pressure and meet deadlines
- Exceptional customer service skills
- Self-motivated and able to identify opportunities
- Attention to detail and excellent analytical skills
- Innovative, problems solving, influencing, questioning, and listening skills
- Strong team player

### **EXPERIENCE AND QUALIFICATIONS**

- Strong IT abilities, including all Microsoft business applications
- Level 2 or equivalent in Maths and English
- Up to date knowledge of SSP, SMP, NI PAYE and other statutory payment/deductions
- Ability to compute payroll calculations
- Liaising with key stakeholders i.e., Clients / Pensions / HMRC