

JOB DESCRIPTION

SENIOR PAYROLL ADMINISTRATOR

JOB TITLE: Senior Payroll Administrator

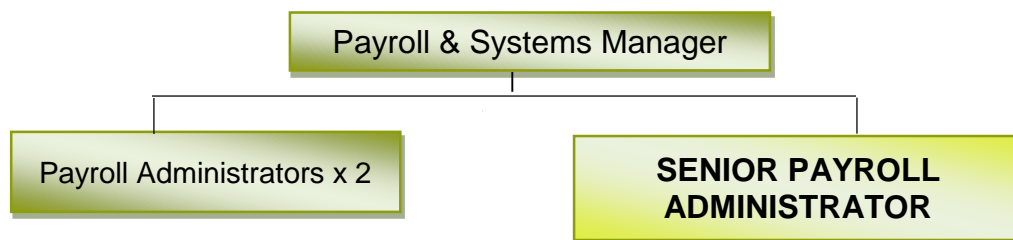
RESPONSIBLE TO: Payroll & Systems Manager

LOCATION: Worcester

HOURS OF WORK: 37.5 per week

POSITION SUMMARY: To provide an effective, accurate and timely payroll service for the Group.

POSITION IN STRUCTURE:



KEY COMPETENCIES;

- Conduct
- Building relationships
- Communication
- Planning & Organisation
- Customer Relationships

MAIN DUTIES INCLUDE:

General:

- To work with the Payroll & Systems Manager to ensure weekly and monthly payrolls are completed to generally accepted accounting standards with a high level of accuracy and to agreed timescales.
- To answer queries that may arise from Contractors or Inland Revenue/DSS in relation to Payroll

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- Prepare monthly PAYE / NIC returns.
- Prepare reports required by the Directors / other managers.
- Prepare the End of Year returns including P60's & P11D's.
- To be the knowledge base for all Payroll queries and research legislative requirements.
- To deputize for the Payroll & Systems Manager in their absence.
- Maintain a positive approach in the workplace.
- Interact with all levels of staff.

SKILLS & QUALIFICATIONS REQUIRED:

- 5 x GCSE's including Maths and English.
- Formal Payroll Qualification (preferred)

Skills/Attributes Required:

- Proficient in Microsoft Office (Word, Excel and Outlook).
- Ability to think around problems and solve them.
- Good Customer Service focus.
- Ability to handle conflicting workloads, priorities and multi task.
- Good verbal and written communication skills

Personal Requirements:

- Able to work in a team and independently.
- Good verbal and written communication skills.
- Able to follow instruction and apply recently gained knowledge.
- Focused.
- Adaptable.
- Committed to personal development - a self-starter with a committed, resilient and enthusiastic attitude.