JOB DESCRIPTION

Post: Payroll Manager

Reporting to: Finance Director

Hours: 36 hours per week (1.0 FTE)

Salary: £37,402 - £42,500 pa

Primary Job Purpose:

- To manage St Christopher's payroll operations, ensuring each stage of the payroll process is properly actioned, that staff are paid correctly and correct payments are made and appropriate information is communicated to our pension providers, HMRC and other statutory and pension scheme bodies.
- To manage the End of Year statutory returns required by HMRC, Aegon, NEST and NHS Pensions
- To provide advice to staff on our occupational pension schemes.
- To manage and control the payroll software and database.
- Process mapping of all payroll procedures including the production of a payroll manual.
- Supervision of the Payroll Assistant.

Principal Accountabilities:

1. To accurately prepare and input payroll data into the payroll database (Carval) to include starters, leavers and amendments.
2. To administer and calculate bank staff pay, overtime, SSP, SMP, Pensions and other adjustments.
3. To be responsible for the timely and accurate completion of the monthly payrolls. Complete all statutory and regulatory monthly and annual returns required by HMRC, Aegon, NEST and NHS Pensions.
4. To conduct regular systems checks to ensure that the payroll database is working correctly and to identify any problems, reporting issues to the Finance Director and/or IT colleagues.
5. To liaise closely with colleagues in the finance department, ensuring that monthly reconciliations for budget purposes are undertaken.
6. To produce detailed management reports as required by the Finance Director, the HR Director and other senior managers.

7. To keep up to date with relevant regulations/legislation and determine the impact of any changes, taking action to implement changes where necessary. Ensuring all staff are kept informed of changes which may impact on the organisation or individuals.

8. To produce and maintain up-to-date and comprehensive guidance notes on using the payroll elements of the Carval database.

9. To participate in projects relating to the development of the integrated payroll-HR database, taking a lead on identifying possible improvements to the systems and playing a key role in implementing agreed changes.

10. To perform any other duties appropriate to the post as required by the Finance Director.

General:

- Liaise with HMRC, DWP and other appropriate third parties to resolve any queries they may have.

- Assist the Finance Director with the development and implementation of projects/processes that increase efficiency.

- Undertake any other duties as requested by the Finance Director in accordance with the Scope and responsibilities of the role.

Safeguarding - All staff are required to take responsibility in all areas of work for safeguarding people at risk (both adults and children), from any form of abuse or neglect. In order to achieve this, staff are required to read St. Christopher's Safeguarding Policy, participate in regular training and incorporate preventative strategies into their work.

PERSON SPECIFICATION: Payroll Manager

Qualifications:	Essential	Desirable
Good level of Education (minimum Level 2 or equivalent in English and Maths)	√	
Educated to Degree level (or equivalent)		√
Hold a recognised qualification in Payroll and Pensions e.g. CIPP Diploma in Payroll Management or equivalent	√	
Member of Chartered Institute of Payroll Professionals (CIPP)	√	

Knowledge and Experience:	Essential	Desirable
Previous experience of Payroll Management in a medium to large organisation	√	
Detailed knowledge of payroll systems, taxation and national insurance rules	√	
Substantial experience of using complex computerised payroll systems involving all aspects of payroll	√	
Experience of designing and implementing internal controls and audits	√	
In-depth knowledge of relevant legislation relating to Payroll and Pensions	√	
Experience of working with HR and Payroll software such as Carval	√	

Skills and Competencies:	Essential	Desirable
Excellent problem solving skills with ability to resolve complex financial issues	√	
Strong numerical skills	√	
High level of accuracy and attention to detail	√	
Analytical and methodical	√	
Excellent ICT skills with ability to produce a variety of correspondence	√	
Excellent communication/interpersonal skills	√	
Excellent organisational skills	√	
Excellent customer service skills	√	

Other Qualities:	Essential	Desirable
Professional and approachable	√	
Tactful and diplomatic	√	
Ability to work on own initiative and as part of a team	√	
Solutions-focussed	√	
Possess completer/finisher tendencies	√	
Flexibility in approaching work situations	√	
Able to work confidentially	√	