# **Role Profile**

|  |  |
| --- | --- |
| Job Title | Payroll & Finance Administrator |
| Reports to | Financial Controller |
| Department | Finance |
| Main purpose of the role | * Responsible for managing and operating the organisation’s payroll system and cycles with the greatest level of accuracy and efficiency. * Deals with confidential information daily. * Responsible for accounts receivable and other accounts tasks. * Support the Financial Controller and Finance Team. |
| Core Responsibilities   * Own the completion of the company’s payroll routines and payroll cycles. * Ensure all aspects of payroll are completed to meet relevant ethical, regulatory compliance and legal standards, having due regard for the policies and processes of the organisation, as well as legislative payroll practices. * Maintain payroll information by collecting, calculating, and entering data. * Input pension amendments, process auto enrolment and submissions to the external pension provider (Legal & General) * Calculate statutory payments such as SSP, SPP and SMP and deal with Attachment of Earnings * Processing of P11D returns, tax code changes, P45, and RTI submissions. * Answer staff questions about salary, deductions, attendance, time records, as well as dealing with pension queries. * Liaison with various external agencies such as HMRC and pension provider. * Ensure employee confidence through protection of payroll operations, keeping information confidential. * New entrant and leaver procedures to be completed to meet payroll deadlines. * Produce monthly, supplemental reports, and ad-hoc analysis to agreed deadlines, including reconciliation of payroll balance sheet accounts such as Pension Control Account, Net Pay control etc. * Undertake all integrity and audit checks to ensure information received from operational, clinical and central teams are authorised, accurate and completed within the deadlines. * Maintain key stakeholder management, establish and maintain effective working relationships both internally and externally, contributing subject matter expertise in organisational development and company service’s evaluation. * Provide support to the Financial Controller in the achievement of the team and organisation’s strategic projects * Monthly accounts receivable run and all associated debt collection when required * Monthly accounts receivable accrual and reporting schedule * Weekly cash top ups to the package prepaid debit cards and weekly reconciliation * Processing monthly and ad hoc expense runs * Provide additional support and/or cover for other administrative and operational tasks within the Finance team subject to critical business need. | |
| Success Measures   * Successful completion and delivery of payroll tasks, and all other key deliverables by prescribed deadlines. * Minimise the number of payroll queries. * Improvements made to information and data flows. * Detailed understanding of the accounting and business operations with clear processing of information flows. * Accuracy of invoicing to external customers * Staying on top of the aged debt and ensuring all past due amounts are * Maintenance of a strong working relationship with the Finance Controller and other teams. | |
| Skills and Experience   * Proven experience as a payroll specialist * Trustworthy with attention to confidentiality * Outstanding organisational ability with great attention to detail * Excellent communication skills * Expert knowledge of Income Tax, National Insurance, SSP and SMP * Able to calculate Gross to Net pay manually * Strong IT skills including Microsoft Excel and Office * Experience of Sage Payroll * Payroll qualification is desirable * Accounts experience is desirable | |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Holder: |  | Date: |  |
| Reporting to: |  | Date: |  |

August 2022