

**JOB PROFILE****PAYROLL AND PERSONNEL SUPPORT ADMINISTRATOR****MONDAY TO FRIDAY****Part time – 25 hrs a week with potential of FT hours.**[Click To Apply Now](#)

This position is accountable to: Mrs Rebecca Watson, Financial Controller

This position reports to: Mrs Samantha Hawthorne Payroll and Personnel Supervisor on a day-to-day basis

**Main Purpose of Role**

Reporting to the Payroll and Personnel Supervisor the main purpose of this role is to work within a small but busy department as part of a team. The department works to strict deadlines to ensure the smooth efficient processing of the payroll on a monthly basis for approx. 430 employees. In addition to processing the payroll the position also provides support to management in relation to any personnel related duties or issues.

**Main Duties**

- Full range of payroll duties - monthly payroll
- Calculating wages and Salaries
- Checking the number of hours employees have worked
- Calculating pay raises, shift payments and overtime compensation
- Checking Tax and Pension payments
- Dealing with all aspects of statutory payments and deductions
- Ability to process manual calculations
- Processing new starters and leavers
- Checking and approving payments before sending to the bank
- Process of Real Time Information (RTI) submissions to HMRC as required
- Processing information for external third parties, such as Child Support Agency and DWP
- End of Year processing and reconciliations including end of year RTI submissions and issue of P60s
- Awareness of P11D calculation and BIK
- Maintaining employee data
- Resolving issues employees have with timesheets, payslips, and other Payroll matters
- Advising employees on PAYE and NIC matters



- Producing and Analysing reports

This list is not exhaustive, and it is expected that in a position of this nature any reasonable request / task should be undertaken.