

## Payroll Manager Job Description

Responsible to: Managing Director

Overall purpose: Deliver timely, accurate and compliant payroll services to our diverse portfolio of clients. Ensure payroll processes meet statutory requirements and reporting obligations and meet the needs of our clients by providing expert advice and clear communication.

### Key Duties/Responsibilities

- Provide a timely, accurate, efficient and effective payroll services to our diverse range of clients.
- Process payroll amendments including starters, leavers, contract changes, tax code changes and earnings arrestments.
- Collate and input payroll data including timesheets and expenses claims.
- Prepare and apply maternity and paternity leave calculations and all other statutory payments and deductions.
- Process transactions relating to salary sacrifice schemes including childcare.
- Process annual cost of living and incremental pay increases.
- Conduct regular checks to ensure the integrity of the payroll database.
- Process payments to employees, HMRC, pension providers and other external bodies.
- Prepare and submit monthly and annual pension uploads to providers.
- Prepare and submit monthly and annual returns to HMRC.
- Respond professionally to enquiries from clients, employees, management and external contacts in person, by telephone or in writing.
- Prepare quarterly payroll invoices for billing to clients.
- Maintain up to date and comprehensive guidance notes on payroll procedures.
- Work closely with the IT team to manage payroll system upgrades, developments and testing.
- Maintain robust audit records supply information to auditors as required.
- Provide reports and management information for clients, eg, Gross to Net report on employee costs.

This job description is not an exhaustive list of duties. The post holder will be required to undertake any other reasonable duties as directed by the Line Manager.

## Qualifications, experience and skills required

### Essential

- A recognised payroll qualification **or** a recognised accountancy qualification **or** proven equivalent professional experience.
- Recent applied experience of running a large, computerised payroll.
- A detailed knowledge of payroll systems, taxation and National Insurance and pensions administration.
- Excellent IT skills including advanced Word and Excel skills, and database management

### Desirable

- Experience of SAGE 50 accounting software.

### You will be:

- Highly numerate with the ability to understand and accurately process a variety of standard calculations.
- Organised with strong time management skills and a keen eye for detail.
- Positive, service-oriented with strong inter-personal and communication skills.