



Payroll Officer Part-time

Job Description



Job Title:	Payroll Officer (part-time)
Salary:	
Vacancy Ref No:	
Service/Department:	Payroll
Reports to:	Practice Manager
Responsible for:	n/a

Main Purpose

To be responsible for the accurate production, processing and maintenance of payroll (weekly/fortnightly and monthly) for multiple clients as well as dealing with queries and offering advice to clients regarding payroll related activities.

Main Duties & Responsibilities

1. To produce and issue payroll for clients using appropriate payroll system by established deadlines, ensuring all wage/salary/deductions information is accurate.
2. To produce and issue payslips, P45's, P60's etc to client's employees in a timely manner.
3. To process any holiday, SMP, SSP and other expenses for client's employees using appropriate payroll system in preparation for payroll run.
4. To be responsible for ensuring all data is input and processed from timesheets received from clients, into the appropriate payroll system in preparation for the payroll.
5. To ensure any amendments to client's payroll are updated in the appropriate payroll system in a timely manner.
6. To maintain the database of client's payroll activities as per established procedures.
7. To be responsible for doing calculations for client's employees such as (but not limited to), overtime, variable payments, deductions any statutory payments and pension contributions.
8. To ensure the timely submission of BACS reports and keeping clients informed of payments made to employees.
9. To have responsibility and accountability for ensuring all matters relating to payroll which require reconciliation are carried out efficiently and effectively.



10. To act as a first port of call and have responsibility for dealing with and resolving all client's payroll queries, providing advice on any statutory payments such as SMP, SSP, DEA's etc and any other associated payroll queries.
11. To ensure all required information relating to monthly/year end is submitted to HMRC within established procedures and deadlines.
12. To support key activity around Auto Enrolment for Pensions, ensuring all information is processed in a timely manner and provide advice and guidance to clients relating to their employee pension contributions/deductions.
13. To maintain an awareness of any changes to legislation/regulations pertaining to payroll.
14. To provide management team with reports relating to the payroll activity on a periodic basis.
15. To carry out general office administrative tasks.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by the Company management which do not change the general character of the job or the level of responsibility entailed.



PERSON SPECIFICATION

Payroll Officer

	Essential	Desirable
Experience, Skills and Knowledge	<p>At least 2 years' experience of working in a payroll processing/coordinator role managing a portfolio of clients in Bureau (multiple payroll) setting</p> <p>Experience of using a variety of IT packages to a high standard, including the following:</p> <ul style="list-style-type: none"> - BrightPay - Microsoft Office suite - spreadsheets - databases <p>Strong knowledge of UK PAYE compliance and legislation</p> <p>Ability to maintain, analyse and present information and data</p> <p>Accuracy and attention to detail and able to work as a member of a team</p> <p>Ability to prioritise and coordinate own workload, managing own time and working to set deadlines</p> <p>Excellent communication and interpersonal skills, and ability to deliver exceptional customer service</p>	<p>Experience of working in an accounting practice</p> <p>Experience of Xero or similar cloud accounting software</p>



Personal Attributes	Commitment to delivering an excellent service to clients Discretion, sensitivity and understanding of confidentiality Commitment to continuing professional development	
Job Specific Requirements	May include occasional evening work due to time dependent tasks and requirements.	