

Job Title	- Payroll Administrator
Location	- Support Centre - Lincoln
Reports to	- Payroll Team Leader
Scope and Purpose	- Working as part of a busy payroll function responsible for providing a comprehensive payroll service for a high volume of employees.
Package and Benefits	<ul style="list-style-type: none"> - Discretionary colleague bonus twice yearly. - Pension contribution of up to 12% of contractual salary. - Colleague discount across our family of businesses.
Duties and Responsibilities	<ul style="list-style-type: none"> - Working as part of a team processing multiple 4-weekly payrolls for 3,000 colleagues. - Processing all associated tasks, including <ul style="list-style-type: none"> o Starters & leavers o Maternity, paternity pay, sickness & absences o Expenses & timesheet processing o Tax codes queries and checks o Salary sacrifices and other salary deductions - Manual calculations of statutory payments and Society sick pay. - Ensuring payroll deadlines are met. - HMRC deductions preparation for review and payment. - Handling queries from both internal and external stakeholders. - Adhering to the Data Protection Act and company policies and procedures. - Providing support to the wider team where required. - Adhering to the General Data Protection Regulations (GDPR) alongside all Society policies and procedures.
Relationships	<ul style="list-style-type: none"> - Colleagues within the Pensions and Payroll teams. - Colleagues across the Society requiring advice, guidance and with payroll queries. - External contacts and customers.

Qualifications and Experience

- At least 3 years' experience within a fast-paced payroll function.
- Experience using a market leading payroll application for medium to large organisations would be advantageous.
- Payroll knowledge, including rules and regulations, tax, national insurance and statutory benefits rules.
- Good payroll knowledge and understanding of manual payroll calculations.
- Up to date knowledge of payroll legislation, including rules and regulations for tax, national insurance and statutory benefits.
- An understanding of GDPR law.
- Excellent organisational skills and the ability to work to deadlines.
- Ability to prioritise and manage workload.
- A respect for confidentiality.
- Excellent communication skills, both written and verbal.