Payroll Administrator

(Reporting to the Finance Manager)

Main Role and Responsibilities

• Processing Monthly Payroll, Auto Enrolment Pension & RTI Processing within agreed deadlines.

Duties to Include

Payroll

- Use Sage Payroll to ensure the timely payment of the monthly payroll including checking export information from Carista, processing New Starts & Leavers information into Sage Payroll system as well as calculating and recording SSP, SMP & SPP as required.
- Submission of monthly reports to relevant bodies within deadlines: wage slips, FPS, EPS and Auto Enrolment Pension contributions.
- Liaising with Service Leaders and HR Manager on all payroll issues as and when required.
- One of the main points of contact for any Payroll or Carista issues.
- Other ad-hoc duties as required by the finance team.

Behaviours, Skills and Knowledge Required

- Sound IT skills and experience of Excel and Sage Payroll .
- Awareness of HMRC & Pension legislation.
- Ability to manage workload in a busy environment.
- Good interpersonal skills.