

<b>JOB DESCRIPTION</b>	
<b>Job Title:</b>	<b>HR and Payroll Administrator</b>
<b>Location:</b>	Head Office, Blackpool
<b>Reports to:</b>	HR Business Partner
<p><b>Job Purpose:</b></p> <p>To provide timely, professional, customer focussed and confidential administrative support to the HR Department with a focus on activities associated with an effective and efficient payroll service, benefits and the employee lifecycle.</p>	
<p><b>Key Areas of Accountability:</b></p> <p><b>Payroll</b></p> <ol style="list-style-type: none"> <li>1) Administer payroll via the HR system, ensuring accurate and timely input and output of payroll data. Process all new starters, leavers, absence, statutory leave and pay. Ensure statutory deductions are recorded and administered correctly.</li> <li>2) Maintain HR payroll information and the HR system and respond promptly to routine payroll queries with accuracy and efficiency.</li> <li>3) Ensure the HR system maintains accurate absence records. Ensure company sick pay is paid in line with the sickness absence policy.</li> <li>4) Collate and administer any benefit insurance claims.</li> <li>5) Ensure HMRC and pension payments are reconciled and paid to deadlines. Review HMRC annual returns produced by the HR system including P60's, and P11d's at year end and ensure all details are on staff record on the HR system.</li> <li>6) Keep up to date with payroll and other relevant accounting legislation, attending appropriate training courses to develop relevant knowledge applicable to payroll topics and best practice.</li> </ol> <p><b>Benefits</b></p> <ol style="list-style-type: none"> <li>7) Update and maintain the Benefits provider with correct staff information and reconcile staff benefits for payment to the provider and for deductions from payroll</li> <li>8) Administer the annual benefits election window, answer staff queries, and promote benefits by signposting them to areas of interest and useful benefits.</li> </ol> <p><b>HR Administration and Recruitment</b></p> <ol style="list-style-type: none"> <li>9) Administer and maintain the HR system and administration processes associated with the employee lifecycle e.g. starters and leavers, probationary periods, holidays, sickness absence, maternity and parental leave</li> <li>10) Administer processes which support the recruitment of employed staff in line with the documented recruitment process including writing and placing adverts on appropriate websites and social media channels</li> </ol>	

*This job description is not intended to be an exhaustive list of duties and responsibilities. The job description will be reviewed and updated as the needs of the business evolve.*

- 11) Process departmental invoices ensuring they are correctly allocated and authorised
- 12) Undertake other duties relevant to the Department's activities commensurate with the level of the post and as directed by the HR team.

<b>Person Specification</b>		
<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent in English and Maths at Grade 4 or above</li> </ul>	<ul style="list-style-type: none"> <li>CIPP Level 3 qualified</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a Payroll department.</li> <li>Experience of working in an environment where accuracy was essential</li> <li>Experience of working to deadlines</li> <li>Experience of working within an environment where confidentiality was critical</li> <li>Experience of data input, record keeping, report production and drafting of own correspondence</li> <li>Experience of working within a small and very busy team where there was a requirement for flexibility and colleague support and coverage</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using Payroll and HR information systems.</li> <li>Experience of Recruitment Administration processes</li> </ul>
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>Awareness of/interest in Payroll legislation and best practice.</li> <li>Employment Law and HR best practice</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Accuracy and attention to detail.</li> <li>Excellent communication skills; fluency in written and spoken English.</li> <li>Excellent, professional telephone manner.</li> <li>Ability to work to tight deadlines without close supervision.</li> <li>Strong levels of initiative and flexibility.</li> <li>Proficient in using Microsoft Teams/Sharepoint.</li> <li>Proficient in using Microsoft Office suite specifically Word and Excel.</li> <li>Proficient in using e-mail and the internet.</li> </ul>	

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