

# Job Specification

**Job Title:** Payroll Administrator

**Reports to:** Payroll Manager

**Purpose of the jobs:** Support on the end to end processing of the Staff and Pensioner payrolls, in line with UK legislation and policies to ensure compliance. To provide front line customer service to all pensioners and to ensure all payments are processed accurately and on time via weekly, monthly and quarterly pay frequencies

**Areas of Responsibility:**

1. To support the operation of the monthly Staff and Director payrolls, including processing statutory payments and deductions, Pension Auto-Enrolment, RTI submissions to HMRC and 3<sup>rd</sup> party payments and reporting
2. To support the operation of the weekly, monthly and quarterly Pensioner payrolls, including processing statutory payments and deductions, RTI submissions to HMRC and 3<sup>rd</sup> party payments and reporting
3. Support on other TPT's PAYE and compliance matters including P11Ds, P60s and PSA
4. To provide a high level, effective and comprehensive customer service to TPT's pensioners
5. To work closely with other business areas, in particular the Pensions Administration and HR teams in ensuring payments to pensioners and staff are paid accurately and on time
6. Support on projects, including new scheme on-boarding, internal and external bulk transfers, system upgrades and other ad hoc projects as required
7. To support the operation and maintenance of the Payroll and Finance control framework

8. Support the escalation of technical / functional issues through to resolution by communicating as necessary to the Payroll Manager, IT and TPT's suppliers
9. Continuously look to improve payroll processes to drive efficiency
10. To support the wider Finance team in their activities and projects as required
11. To develop and take ownership of TPT's Vision, Business Plan and Values, and to be totally committed to these.
12. To comply with the Data Protection Policy when dealing with personal data in the course of employment including personal data relating to any employee, customer, client, supplier or agent of the Company.
13. To perform all duties in line with TPT's Information Security policy
14. To act as an ambassador of TPT at all times.

Performance & Engagement Factors	Essential	Desirable
Job & Technical Factors	<ul style="list-style-type: none"> <li>• Minimum of 5 years end to end payroll experience</li> <li>• Up to date with current payroll legislation</li> <li>• Excellent Customer Service Skills</li> <li>• Experience in working on process improvement projects</li> <li>• Ability to deal with complex payroll queries</li> <li>• Excellent communication skills (written and verbal)</li> </ul>	<ul style="list-style-type: none"> <li>• CIPP Foundation Degree in Payroll</li> <li>• Experience in running high volume payrolls</li> <li>• Experience in running a Pensioner payroll</li> <li>• Ability to calculate payments and tax manually</li> <li>• Experience in creating &amp; updating process documentation</li> <li>• Experience of dealing with P11d and PSA preparation</li> <li>• Experience in reconciliation and analysing financial information</li> </ul>
Engaged Behaviour	<ul style="list-style-type: none"> <li>• Enthusiastic about the role and TPT</li> <li>• A proactive team player who can add value whilst meeting tight deadlines</li> <li>• Ability to work in a 'fast paced' environment</li> <li>• Able to work and support across teams at all levels</li> <li>• Well motivated and willing to accept new challenges</li> <li>• Willing to accept change as it arises in a positive way</li> <li>• Ability to challenge existing processes to ensure process improvement</li> </ul>	
Values	<p>Acts in line with the values:</p> <ul style="list-style-type: none"> <li>• Inclusive</li> <li>• Integrity</li> <li>• Innovative</li> <li>• Customer focused</li> <li>• Cost effective</li> <li>• Committed</li> </ul>	

<b>Systems and Processes</b>	<ul style="list-style-type: none"> <li>• Experience of running payroll using different software</li> <li>• Excellent knowledge of Excel including vlookups</li> <li>• Excellent knowledge of Word</li> <li>• Excellent knowledge of Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using Iris Cascade Payroll software</li> </ul>
<b>Customer Care</b>	<ul style="list-style-type: none"> <li>• Shows understanding of the needs of internal and external customers.</li> <li>• Helpful and supportive approach when dealing with customers</li> <li>• Understands the required quality standards, and eager to work to these standards</li> <li>• Good written and verbal communication skills</li> </ul>	
<b>Performance Factors</b>	<ul style="list-style-type: none"> <li>• Able to plan and control own workload and prioritise accordingly</li> <li>• Ability to meet set deadlines and objectives</li> <li>• Able to work on own initiative with minimum supervision</li> <li>• High level of output and accuracy</li> <li>• Adaptable to new tasks as they arise</li> <li>• Able to deal with issues as they arise</li> <li>• Able to work flexibly as required</li> <li>• Able to work under pressure</li> </ul>	