

<b>Job Title</b>	Payroll Coordinator	<b>Department</b>	Finance
<b>Reports To</b>	Head of Finance	<b>No Direct Reports</b>	0
<p><b>Job Purpose:</b> Processing and preparation of the monthly payroll, in accordance with the payroll calendar and ensuring the BACS transmission is submitted in accordance with time constraints. Responsible for the processing of all payroll related data to include all related Statutory payments. Ensuring that the payroll function is compliant in respect of any legislative changes and where necessary test the database to ensure correct calculations/tables have been applied.</p>			
<p><b>Knowledge/Experience</b></p> <ul style="list-style-type: none"> <li>• Proven experience in payroll, including knowledge of processing/testing multiple shifts &amp; premiums</li> <li>• Working in payroll within a manufacturing environment (desirable)</li> <li>• Experience of working with SAP</li> <li>• Microsoft office knowledge</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Accuracy &amp; attention to detail</li> <li>• Confidentiality &amp; diplomacy</li> <li>• Excellent communication skills across all levels</li> <li>• Dedicated team player</li> <li>• Ability to achieve deadline</li> <li>• Flexile 'can-do' attitude</li> <li>• Ability to multitask and work well with fast-paced environment</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• CIPP or relevant payroll qualification – Pay dependent on experience and level of qualification</li> <li>• GCSE Grade 4 (or equivalent) in Mathematics and English</li> </ul>		<p><b>Key Role Requirements</b></p> <ul style="list-style-type: none"> <li>• Daily administration of the Time and Attendance system.</li> <li>• Daily administration of attended hours.</li> <li>• Processing of all payroll related data including but not limited to: Starters, Leavers, Maternity, Paternity, Adoption, Court Orders, Tax Codes, Student Loans, P45's, Bank Accounts, Jury Service, Sports &amp; Social, First Aid, Call Out's, Pension Auto Enrolment, Stakeholder Scheme, Bonuses, Salary Increases and RTI.</li> <li>• Ensuring that the payroll function is compliant with company policies and procedures.</li> <li>• Processing payments to external bodies within time constraints to HM Revenue &amp; Customs, Department for Work &amp; Pensions, Child Support Agency, Child Maintenance Service, Plymouth City Council, The Courts etc.</li> <li>• Monthly Submission of EPS and FPS in accordance with RTI.</li> <li>• Monthly Cash flow Forecasting.</li> <li>• Responsible for preparation and completion of the annual bonus scheme.</li> </ul>	
		<ul style="list-style-type: none"> <li>• Responsible for the preparation of the annual review in conjunction with the HR department.</li> <li>• Responsible for the upload of annual holiday entitlements for all employees and in year reporting in accordance with holiday rules.</li> <li>• Responsibility for completion of tax year end declaration and production of P60's and P11D's.</li> <li>• Headcount reconciliation.</li> <li>• Producing payroll journals and various reports for the Finance/Costing team.</li> <li>• Communicating with external organisations and employees on behalf of the company in relation to payroll matters.</li> <li>• Responsible for testing of the payroll databases in Development, Quality and Production when required for changes or projects to be implemented.</li> <li>• To product ad hoc reports for the Senior Management team as and when requested.</li> <li>• Other tasks to include but not limited to: IR35, non-resident directors, short term business visitors, audit compliance and gender pay gap reporting.</li> </ul>	

<p><b><u>Interactions</u></b></p> <ul style="list-style-type: none"><li>• First point of contact for employees</li><li>• HR/Management</li><li>• External Auditors</li><li>• HMRC/DWP</li><li>• Pension providers</li><li>• Ex-employees</li><li>• Insurers</li></ul>		
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