



SERVICES

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Job Profile

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Job Title: Payroll Officer

Reporting To: Deputy Payroll Manager

Department: Payroll

Key Objectives:

To process accurately and on time the weekly payrolls

Main Activities:

Responsible for accurate processing of various weekly payrolls
Ensuring processing deadlines are met centrally and regionally
Checking exception reports and amending any errors
Calculating overpayments
Processing EYU's
SSP, SPP, SMP payments
Amending pay rates, tax codes, bank details etc
Dealing with queries from employees
Completing enquiry forms from third parties
Ensure compliance with statutory legislation
Month end reporting and payments for various weekly payrolls
Auto enrolment processes
RTI reporting to HMRC
Manual payments to employees where required
Year End Processes

Qualifications and Experience:

Formal payroll qualification or relevant experience
Accuracy and numerate
IT literate
Good interpersonal and communication skills

Liaises with:

Operations Managers and Employees
Third parties, i.e. B & CE, HMRC, DWP
Payroll team