

JOB PROFILE

PAYROLL ADMINISTRATOR – CHAMPION CONTRACTORS

Position:	Payroll Administrator
Reporting to:	Contractors Payroll Manager
Hours:	35 Hours
Holidays:	25 annual holidays + 8 statutory holidays

Purpose:

This position assists in the administration of payroll systems operated by Champion Contract Services Limited (Champion Contractors).

The Payroll Administrator supports the timely and accurate delivery of payroll and related customer services, including recordkeeping and reporting. This position provides key assistance to 'Umbrella' workers engaged by the Champion Contractors business.

Duties:

- To understand the marketplace that Champion Contractors operates within
- To understand systems and software utilised by Champion Contractors
- To produce invoices for submission to recruitment agencies in accordance with all deadlines
- To ensure the accurate/timely payment of workers via daily, weekly and monthly payroll runs
- To carry out bank reconciliations and agree payments received against invoices generated
- To directly liaise with recruitment agencies to identify and resolve any payment anomalies
- To directly deal with workers and resolve their queries accurately, professionally and to their satisfaction
- To review and process expense claims received from workers – to identify anomalies and liaise with customers where necessary
- To assist in the preparation of PAYE submissions to HMRC in accordance with statutory deadlines
- To assist in the management Auto-Enrolment pension contributions
- To have knowledge of pension salary sacrifice
- To ensure pension, statutory, court order and HMRC payments are issued within their respective deadlines
- To work as part of a team to ensure all activities are completed in a timely and efficient manner

- To support payroll audits and maintain payroll records.

Role Relationships:

The role holder will be responsible to the Champion Payroll Manager and will have contact with directors, senior managers, staff colleagues, workers and recruitment agencies.

Measures:

A review of the above responsibilities will be carried out at regular intervals

Experience, Knowledge and Competencies required.

a) Experience.

At least 12 – 18 months experience in a similar payroll position

b) Knowledge. *What knowledge must the job holder possess to fulfil this role?*

Industry experience would be of benefit however training will be provided.

High degree of competence with Payroll Software, Microsoft Word and Outlook

Excellent numeracy and problem solving skills

Excellent level of reading and writing skills

Must acquire knowledge as points of contact, internal standards, and systems that are applicable to this role and the division.

The ability to operate a range of office equipment including telephone.

c) Competencies.

Excellent verbal communication skills towards other team members and clients

Excellent Customer Service Skills

Reliable, enthusiastic and hard working

Well organised

Able to prioritise and use own initiative

Able to work well with others and willing to contribute to the team

High attention to detail