Payroll Advisor

## Job details

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| Job title: | Payroll Advisor |
| Department: | Human Resources |
| Location: | Bury St Edmunds / Remote |
| Reporting to: | Payroll Manager |
| Direct reports: | None |
| Accountable to: | N/A |
| Responsible to: | N/A |
| Job purpose: | To provide support to the team and Payroll Manager in the end-to-end payroll delivery for the business, from collation of data to submission.  Working under the direction of the Payroll Manager, to ensure each payroll is executed accurately and on time each month.  Supporting the Payroll Manager in liaising with employees regarding payroll related queries.  Acting as escalation point for the Payroll Assistant. |
| Role and Responsibilities: | * Preparation, processing and reconciliation of the monthly payrolls for over 1100 staff across three different payrolls (possibly more in the future) * Ensuring accurate inputting of all data for new starters, leavers, bonuses, overtime, sick and unpaid leave, childcare vouchers, travel allowance, pensions through comprehensive reconciliation process * Liaising with HMRC, reconciliation of PAYE and approval for submission to HMRC by the bureau * Undertake checking and approval of P45s and P46s for new joiners and timely turnaround of P45s to leavers * Ensure all payroll queries are dealt with in line with SLAs * Working closely with our payroll/pension providers * Assisting the Payroll Manager in Tax Year End processes * Dealing with payroll queries from Payroll Assistant, staff, managers and third parties * Assisting the Payroll Manager in the processing of yearly Basic Earnings Assessments * Assisting with any training required by Payroll Assistant   **Equality Diversity & Inclusion (EDI)**  We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do. We believe it is the responsibility of everyone to ensure their actions support this with all internal and external stakeholders.   * + Be aware of the impact of your behaviour on others   + Ensure that others are treated with fairness, dignity and respect   + Maintain and develop your knowledge about what EDI is and why it is important   + Be prepared to challenge bias, discrimination and prejudice if possible to do so and raise with your manager and EDI team   + Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination or prejudice   + Be prepared to speak up for others if you witness bias, discrimination or prejudice |
| Clinical Governance: | N/A |
| Training and supervision: |  |
| Additional information: | Occasional travel including overnight stays may be required, so a full clean driving licence is desired. |

Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | GCSE Maths (or equivalent) | CIPP qualification |
| **Experience** | Payroll  Manual Payment Calculations (Tax, NIC, Student Loans, Pensions) | NHS Pensions and T&Cs |
| **Skills/knowledge** | Strong Mathematical Skills  Experience of using Payroll Databases  Microsoft Office (specifically Word, Outlook and Excel)  Ability to maintain confidentiality  Excellent customer service/communication skills | Experience of using HR Databases |
| **Specialist training** |  |  |
| **Personal competencies and qualities** | Excellent verbal and written communication skills  High level of enthusiasm and motivation  Ability to work individually or within a team and foster good working relationships  Ability to remain calm under pressure  Excellent time management skills  Highly organised  A flexible and open-minded approach |  |

Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.2 | Status: | PUBLISHED |
| Date Published: | 06/08/2020 | Code: |  |  |  |

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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06.08.20 | Updated to include diversity and inclusion statement |
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