

ROLE PROFILE

Department: Finance

Job Title: Payroll Manager

Job Purpose: Responsible for the accuracy of all aspects of the weekly and monthly payroll.

Deliver improvements in the payroll system, processes and reporting, ensuring continuous improvement and adaptations in the payroll function.

Oversee the pensions administration and payments, ensuring all returns submitted are both accurate and all pension payments are made on time.

As part of the payroll team, you will have interaction with the rest of the business and with other key teams, such as HR Shared Services and the Finance team, so you should have the ability to develop effective relationships with all stakeholders and work in a business partnering role

Reporting to: Financial Operations Manager

Responsible for: Payroll Supervisor

Key Responsibilities and Accountabilities

Ensure the accuracy, completeness and timely payment of the weekly and monthly payroll, including reconciliation of all inputs in to the payroll.

Conduct regular audits of the payroll to ensure all regulations are met.

Ensuring robust processes and checking procedures in place surrounding all data inputs into the payroll system.

Management of third party relationships and management reporting.

Review of the reconciliation of pension changes in the payroll system.

Ensure the accuracy of all pension reports and the submission of returns and payments by the required deadlines and development of additional reports to meet the management information needs of the business.

Ensure all payroll policies and procedures are maintained and up to date.
Advise on any tax and/or pay laws.

Management of the payroll system to ensure accuracy of payroll and reporting.

Ensure all tax forms are distributed as required, and all HMRC returns completed on time.

Continuously review processes to ensure they are lean and efficient, both for the employees and for the payroll team.

Work in collaboration with the HR Shared Services Manager and team to ensure effective working relationships in the processing of the payroll and development of robust systems and solutions that meet the needs of the business.

Work in a 'Payroll Business Partnering' role to the rest of the business; which may include attendance at Management Meetings, Committees and Boards as appropriate.

Maintain and develop robust relationships with key stakeholders and partners.

Respond and deal with queries in a timely and professional manner.

Responding to any issues or complaints; escalating these to the Financial Operations Manager as necessary.

Supervision of the Payroll Supervisor through regular one to one meetings, managing their performance and development needs.

Ensuring compliance with regulatory and legislative guidelines.

General

Ensure any issues surrounding poor attendance or performance of the payroll administrator are dealt with in a professional manner in line with Midland Heart policies and procedures.

Corporate Management

Ensure implementation of and compliance with Group's policies, procedures, codes of practice and initiatives relating to equal opportunities, customer care and health and safety.

Health and Safety

To be responsible for the health, safety and welfare of yourself and others at work and to undertake the health and safety duties outlined in the Midland Heart Health and Safety Policy commensurate with this position.

Person Specification

	Application	Interview	Test
Education, qualifications and training			
1. You must be CIPP qualified with significant experience working in a similar role.	X		
Experience			
2. You must have extensive proven experience of payroll and pension administration.	X	X	
3. You must have strong excel skills to be able to reconcile and manipulate payroll data.		X	X
4. You must have experience of successfully dealing with employee queries.	X	X	
5. Experience of managing a payroll team.	X	X	
6. You must be able to demonstrate good customer service.	X	X	
7. You must have experience of successfully working to tight deadlines.	X	X	
8. Experience of using Resourcelink would be advantageous, but is not necessary.	X	X	
Knowledge			
9. Knowledge of payroll legislation.		X	X
Skills			
10. A positive, can do attitude with good communication skills.		X	
11. A resilient character with the ability to adapt to change		X	
12. A respect for confidentiality.	X	X	
13. Good organisational skills and an ability to work to deadlines/prioritise workloads under pressure.	X	X	
14. A high level of accuracy and attention to detail.		X	X
15. Understanding of and commitment to the principles of equality and diversity.	X	X	