

Job Title:	Clerical Administrator – Payroll	Directorate / Department:	Human & Corporate Resources/HRSS
Reports To Manager:	Payroll Team Leader	Job Family:	Administration and Supervisory
Date:	July 2016	Band:	2

Purpose: Assist in the production of PDSA payrolls throughout the complete payroll processing timetable. Ensuring payroll and all associated processes are completed on time and accurately, whilst maintaining compliance with internal and statutory requirements.

Responsibilities	Performance Measures	Organisational Skills & Values
<ul style="list-style-type: none"> Maintain all employee records both paper and electronic form, including audit checks to satisfy internal and external auditors. Assist in the processing of all payrolls in a timely manner undertaking quality checks to ensure accurate payments are made Process the BACs submissions accurately and on time Ensure compliance with all statutory regulations Assist with monthly and year end reconciliations and reporting including RTI submissions Seek to recover overpayments, liaising with colleagues to agree payment plans and necessary HMRC submissions Support audit processes as required and assist in the implementation of subsequent recommendations to meet specified timescales Assist with maintenance/upgrades/development of the HR/Payroll system including testing and providing feedback on improvements Provide first line advice on all payroll related matters Assist the team leader as required in reviewing procedures and processes, and implementing change in the interests of efficiency, and supporting delivery of HRD services Maintain workflow documentation of all payroll processes for the payroll manual Ensure high levels of confidentiality and integrity are maintained at all times Take an active role in payroll related projects Complete general office duties including filing, post, photocopying, scanning etc Compliance with all PDSA policies and procedures 	<ul style="list-style-type: none"> Completion of monthly payroll processing on time and accurately Submission of statutory and third party payments to deadlines Colleague queries responded to in a timely manner Workflows documented and up-to-date Legislation compliance Audit actions implemented within timescales given 	<ul style="list-style-type: none"> Head and Heart Better together Passion with purpose Planning and organising Acting commercially
	Dimensions	Role-specific knowledge & skills
	<ul style="list-style-type: none"> Direct Reports: N/A Indirect Reports: N/A Budget: N/A Internal Contacts: All colleagues External Contacts: HMRC, third parties and government agencies, pension administrators, HR software supplier 	<p>Essential</p> <ul style="list-style-type: none"> GCSEs (A-C) maths and English Minimum 2-3 years of payroll experience Knowledge of statutory deadlines and relevant legislation Ability to analyse and interpret financial information Experience of MS Office particularly word and excel Experience of using a database <p>Desirable</p> <ul style="list-style-type: none"> Manual pay calculations Experience of Northgate Resourcelink database
Approved By: R&D Manager		Date: July 2016