

Payroll and Benefits Specialist

Job Description

Reports to:	Head of Finance
Responsibility for Others:	None
Location:	Horsham
Hours of Work	Monday to Friday 9.00am to 5.30pm with 1 hour for lunch
Any Special Requirements	N/A

Overall Purpose of the Job:

Working closely with Finance and HR functions, you will be managing the payroll and benefits for the company. You will also be involved with several implementation projects.

Key Activities & Responsibilities: Payroll

- Manage and evaluate current payroll processes and procedures, develop recommendations and drive process standardisation and improved controls ensuring process effectiveness and efficiencies for payroll
- Accountability for processing the payroll, ensuring legislation is adhered to and that employees are paid in an accurate and timely manner whilst ensuring compliance with internal and external audit requirements
- Processing payroll from start to finish including P45s, holiday pay, salaries, overtime, bonus payments, statutory payments including SSP, SMP, SPP, SAP
- Sign off the monthly payroll process in line with internal and external audit requirements
- Liaise with HMRC – sending monthly RTI submissions
- Ensure all tax reporting requirements are met including P11D, P60 etc and reviewing before they are issued to employees
- Auditing all change of employee details, through PeopleHR data extracts and the Finance team, ensuring all checked and controls are completed.
- Reviewing and introducing service levels and implementing processes to ensure a high standard of customer service and minimal error rate.
- Take accountability for the reviewing of reconciliation of instructions received from third parties, uploading onto the payroll database.
- Identification of root causes of any discrepancies that may arise from payroll admin processes alongside the implementation of remedial action
- Work with finance team to produce clear and detailed payroll reporting
- Creation of the monthly BACS files, reviewing variances reconciling the figures and preparation for submission
- Continually review payroll processes and systems, ensuring they are efficient, robust and support the whole of payroll and the wider business
- Take accountability for the accurate and timely processing of tax year end processes
- Establish and maintain the appropriate levels of security for control of data within payroll, ensuring adherence to GDPR

Key Activities & Responsibilities: Benefits for Employees

- In line with government legislation ensure all employees are assessed for pension auto-enrolment and communicated with accordingly
- Manage and reconcile all pension deductions and refunds to employees in line with opt in/opt out regulations
- Work with HR to co-ordinate and manage the administration in relation to all company benefits including private healthcare, group income protection, critical illness, death in service, cycle to work scheme
- Liaise with all benefit providers to ensure all changes are captured and processed correctly and that reports are checked and signed off
- Ensuring all benefit client portals are updated to reflect changes
- Manage annual benefits renewals including pre-renewal data preparation
- Benefits invoice reconciliation and approval for Finance
- Managing annual benefits renewals from pre-renewal data preparation
- Ensuring all processes are documented and templates kept up to date
- Analysing yearly benefits take up rate

Required Skills/Experience:

- Experience working within a similar position – 2/3 years' experience plus
- Good working knowledge of payroll – ideally Sage
- CIPP qualification a plus
- Experience processing start to finish payroll – including manual calculations, liaising with HR, Finance, HMRC RTI submissions and benefits processing
- Working knowledge of current payroll legislation and regulations
- Proficiency in Microsoft Office – advanced Microsoft Excel skills (v-lookup/pivots)
- Experience liaising with benefits providers (pension, private healthcare etc)
- Excellent interpersonal and communication skills vital, you will be handling payroll queries
- Ability to work under pressure, to tight deadlines and effectively manage conflicting priorities
- Ability to prioritise and multitask effectively
- Discretion and confidentiality are vital
- Excellent planning, organisational and co-ordination skills

Personal characteristics:

- Strong customer service attitude
- Pro-actively build strong relationships with others in the organisation, as well as from external companies
- High degree of tact and diplomacy
- Innovative, flexible and proactive approach
- Strong team player