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JOB DESCRIPTION

Job title:	**Payroll Administrator.**
Department:	Payroll.
Location:	Beaconsfield.
Working hours:	9.30am to 6pm Monday to Friday.
Reporting to:	Payroll Manager.
Direct reports:	N/A.
Main purpose(s) of job:	To support the payroll department in administrative duties as directed when required.
Main tasks and duties:	• Data Entry in a timely and efficient manner, to include inputting new joiners' details, processing leavers to come off the payroll and inputting payroll spreadsheets, to meet deadlines of variables. • Verifying accuracy and completion of client Start Forms, flagging any documents which appear to be inaccurate or incomplete. • Creating invoices for clients. • Uploading client data to HMRC e.g. RTI submissions. • Assisting in the receipt and processing of P45s from HMRC. • Tax calculations, adjustments and corrections • Set up and updating allocation codes in the payroll system. • Preparing reports for clients. • Assisting clients with queries and advice • Assisting in the releasing of electronic payslips. • Scanning documents. • General house-keeping of electronic files for the department. • Liaising with colleagues by phone, email and Teams. • Assisting peers and managers with ad-hoc duties. This list is not exhaustive, and other duties may be required commensurate with this position as roles evolve.

Person Specification:	• Minimum of 8 GCSEs or equivalent, (including Maths and English). • Basic administrative skills. • Team Player. • Strong time management skills with the ability to work quickly and accurately. • Some experience of an office-based role. • High level of accuracy in data input. • Good communication skills (written & verbal) with the ability to communicate at all levels. • Effective at prioritising work to ensure deadlines are met, while maintaining an excellent attention to detail. • Ability to effectively work with minimal supervision. • A willingness to learn and progress. • Intermediate/Advanced knowledge of Excel.