



## JOB DESCRIPTION

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<b>Job Title:</b>	<b>Payroll Compliance Officer</b>
<b>Reports to:</b>	<b>Payroll Manager and Head of Payroll</b>
<b>Objective:</b>	<b>To ensure the accuracy and compliance of weekly and monthly payrolls</b>
<b>Location:</b>	<b>Chesterfield, Derbyshire</b>
<b>Working hours:</b>	<b>Monday to Friday 8.30am to 5pm (1hr lunch); 37.5 hours in total</b>

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### **Key Duties and Responsibilities:**

- Check employee data/pay details to ensure accuracy – 100% checks on permanent data
- Review and ensure compliance across payrolls – internal & regulatory at all times
- Perform risk assessments
- Keep up to date with Legislation
- Contribute to robust and effective compliance controls
- Maintain/improve day to day operations
- Periodic audit of work produced

### **Person Specification**

- Able to work independently and as part of the wider team
- Able to work to tight deadlines
- Able to demonstrate a sound working knowledge of payroll legislation/HRMC requirements
- Able to demonstrate effective project management skills
- Confident communicator, able to liaise with clients and colleagues at all levels
- Accurate, methodical and organised
- Smart and personable
- Good IT skills, experience of Microsoft Word, Excel and Outlook, and payroll systems, ideally STAR