



## JOB DESCRIPTION

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<b>Job Title:</b>	<b>Payroll Trainee</b>
<b>Reports to:</b>	<b>Directly to Payroll Supervisors, ultimately to Payroll Manager</b>
<b>Objective:</b>	<b>To prepare and process weekly and monthly payrolls to clients' specifications and provide assistance to the auto enrolment team</b>
<b>Location:</b>	<b>Chesterfield</b>
<b>Working hours:</b>	<b>37.5 per week, worked between Monday to Friday</b>

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

To train through work experience and exams to undertake the duties of a Payroll Administrator, as follows:

- Preparing and processing weekly and monthly payrolls for an allocation of different sized clients.
- Answering routine client queries regarding payroll, PAYE, NIC, and escalating more complex queries to supervisors, or responding with their assistance, as appropriate.
- Completing paperwork on behalf of clients with regard to PAYE, NIC or any other query.
- Responding to routine HMRC queries on behalf of clients.
- Calculating and keeping records of all payments due to the HMRC and informing clients of payments to be made.
- Keeping relevant payroll files and records in good order for any inspection by HMRC.
- Filing all relevant information regarding payrolls in client's individual files
- Liaising with other BHP teams regarding client payrolls as appropriate.
- Preparing BACS payments for each individual client's pay-date including BACS remittance payments as appropriate.
- Assist with checking auto enrolment calculations and administration duties to pension providers

### **Person Specification**

- A Levels or equivalent (minimum 80 UCAS points excluding General Studies)
- 5 GCSEs (minimum B in Maths and English Language)
- 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 would be beneficial