



## JOB DESCRIPTION

---

<b>Job Title:</b>	<b>Payroll Administrator</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</b>
<b>Location:</b>	<b>Chesterfield</b>
<b>Working hours:</b>	<b>37.5 per week, worked between Monday to Friday</b>

---

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

- 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.

### **Person Specification**

- End to end payroll experience in a similar role (minimum 1 year)
- Knowledge of payroll legislation/HMRC requirements
- 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