



JOB / ROLE DESCRIPTION

Job Title	Payroll Administrator	Grade	4 - 5
Version	February 2023		

Reporting To	<i>Group Financial Controller / Head of Human Resources</i>
Department	<i>Finance / Human Resources</i>
Location	Havant
Direct Reports	N/A
Responsible for	Accurate production of monthly payrolls
Key Interfaces	All staff HMRC Third party providers of pension scheme
Purpose of role	To process two monthly payrolls of 600+ to include bonuses, overtime and adhoc payments

Values and Behaviours
<p>We build success through a collaborative approach and by developing sustainable relationships. We will endeavour to provide a better service for both our internal and external customers and our colleagues. We will achieve this by following the Portsmouth Water core values of :</p> <ul style="list-style-type: none"> • Excellence – Putting the customer first. Ensuring we put our natural environment at the heart of our decision making. Pushing the boundaries on performance to deliver the best service. Empowering our people to be the best they can be. • Integrity - Building trust through respect, honesty and transparency. Being accountable and taking responsibility for our actions. Respecting confidentiality, protecting data. Fairness in all we do • Future Focus - Deliver high-quality, resilient services in a changing world. Attracting and nurturing the workforce of the future. Make sustainable decisions to transform the business for future generations. Co-create innovative solutions with customers, partners and stakeholders

Task List

- Processing of two monthly payrolls (staff and pensioners)
- Processing of overtime, bonuses and adhoc payments
- Recording employees' salaries and other employee data
- Processing SSP / SMP / SPP
- Ensuring employees are paid correctly
- Generating P60 and P11D
- Submit PAYE Settlement Agreement to HMRC
- Submission information to various third parties
- Creating exceptional report for Finance to review
- Conducting payroll year end activities
- Assisting with yearend audit
- Supporting with payroll queries
- Maintaining working procedure of payroll system and process
- Annual update of pension amounts
- General business administration
- Ad hoc tasks

Key Responsibilities

Customer Service

- Delivering advice and resolving queries for employees and managers in a timely and professional manner

Performance and Service Delivery

- Ensuring deadlines for monthly payrolls are always met
- Third party reporting deadlines are met

Compliance

- Ensuring confidentiality where appropriate
- Ensuring that all employees are paid correctly.
- Ensuring HMRC guidelines are adhered to
- Complying with Government's requirement on pensions auto-enrolment

Health, Safety & Wellbeing

- To comply with H & S polices and to actively promoted their own and others wellbeing

Other

- Maintaining attendance records

Person / Role Specification	Essential (E) Desirable (D)
<p>Skills and Competencies</p> <ul style="list-style-type: none"> • Excellent written and verbal communications skills • Strong prioritisation skills and ability to manage a busy and varied workload • Accurate with good attention to detail • Highly organised • Excellent IT Skills to include Microsoft Office 	<ul style="list-style-type: none"> • E • E • E • E • E
<p>Qualifications & Experience</p> <ul style="list-style-type: none"> • Level 1 Certificate in Payroll / Bookkeeping • Minimum of 2 years' experience of processing end to end payroll for over 100 employees using a computerised payroll system • Experience in analysing data 	<ul style="list-style-type: none"> • E • E • E

This job / role description gives the post holder an understanding of the range of duties to be undertaken as part of the role. It does not detail every activity that will be required of the post holder. Specific tasks and objectives will be agreed as necessary according to changing business requirements, priorities, and operational needs.