

PEOPLE AND PAYROLL ADMINISTRATOR

We're making a difference: Together, we can ensure that there is enough water for everyone, now and in the future.

This role will support our Payroll System Manager with accurate data processing and record keeping within our people and payroll systems, along with monthly reporting and analysis. Provide first contact advice for people, payroll, and absence inbox queries.

You will take a lead role in ensuring new starters, employee contract changes and leavers are captured each month for payroll and pension processing purposes. You will also provide support to people managers with maintaining the annual leave and sickness records for their teams in our time and attendance management system.

What will you be doing?

Key Responsibilities

- Manage all PAYE related matters including, SSP, SMP, SPP, Pension deduction, Attachment of earnings, Starters/Leavers, PAYE end of year procedures including provision of documentation such as P60s.
- Take responsibility for processing and resolving payroll and absence inbox queries each month from internal and external stakeholders such as the HMRC.
- Accurately maintain employee data in the people, time and attendance, and payroll systems to ensure monthly salaries are processed correctly.
- Produce monthly reports including sickness absence, Bradford Factor triggers, leavers, voluntary turnover, headcount, along with the relevant commentary and analysis on any key trends or patterns.
- Ensure important employee lifecycle information is scanned and stored in the relevant data management system.
- Help the talent acquisition team calculate salaries for new starters based on the terms offered.
- Work with the People Advisor to capture changes to work patterns, recalculate annual salary and adjust annual leave entitlements when necessary.
- Help process overtime, standby and duty payment activity each month.
- Provide final salary information to the wider People team for leavers each month.



320,000

Properties supplied with water



170 Million

Litres of drinking water per day



21

Natural water sources

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CONTINUED



Excellence | Integrity | Future Focus

£29,393 - £32,861

GRADE 4

+ Non-contractual bonus related to company performance of up to 6% of basic salary

Hours:

Part Time | 25-30 hours per week | Permanent | Hybrid

Holiday:

24 days increasing with every 2 years of service, plus bank holidays

Pension:

A generous pension scheme in which Portsmouth Water will contribute up to 15%

Life assurance:

The life assurance scheme provides a death in service lump sum benefit of 4 times pensionable salary

Employee Assistance Programme:

Provided by Bupa

Volunteering:

You'll have the chance to participate in Portsmouth Water volunteering days.

CLOSING DATE: 5TH JULY 2024



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Apply Today

If you have the skills and experience to excel as our People and Payroll Administrator, apply today at jobs@portsmouthwater.co.uk

We recognise people want to work in a variety of different ways, this means we are happy to consider flexible working arrangements. Please talk to us at the interview about the flexibility you may want.

We support equality, diversity and inclusion and encourage applications from all sections of society. The Company has a responsibility to ensure that all employees are eligible to work and live in the UK.

Due to the high volume of applications received we are unable to respond to unsuccessful candidates. If your application is of interest to us, we will normally contact you within 2 weeks of receiving your application.

[Apply Now](#)

Key Responsibilities Continued

- Support the maintenance of annual leave and sickness records within the time and attendance management system.
- Help generate letter correspondence to employees to confirm changes to employment terms and conditions as and when required.
- Assist the Payroll System Manager with any internal communications and training to support people manager understanding of key payroll, time, and attendance management responsibilities.
- Help keep the payroll, time, and attendance management system Intranet help page content updated.
- Work on projects with the wider People team as and when required.
- Company pension scheme enrolment and management.
- Help compile monthly reports, including data changes and absence.
- Ensure all work carried out is processed and stored in the relevant company system in accordance with current GDPR guidance.
- Keep up to date with new payroll legislation and compliance.
- To comply with all policies and procedures relating to Health, Safety and Wellbeing.

What do you need?

Skills, Competencies & Qualifications

- Confident communicator both face to face and in writing.
- Duty of confidentiality and discretion.
- Capable of operating multiple MS suite applications including intermediate level Excel skills.
- A flexible and collaborative approach with the ability to prioritise tasks and manage conflicting priorities and deadlines.
- High attention to detail and accuracy of information.
- Excellent administration and record keeping skills in accordance with GDPR requirements.
- Proficient expertise in time and attendance system processing including the calculation of annual leave entitlements.
- Good working knowledge of payroll and pensions related legislation including tax, national insurance, auto-enrolment, and statutory payments (such as SSP, SMP and SPP).
- Proven people and payroll administration experience.

What can Portsmouth Water offer you?



Pension Scheme



Flexible Working Opportunities



Professional Development



Employee Assistance Program



Life Assurance



Annual Salary Review



Holiday Entitlement

Excellence in water. Always.

Committed to a sustainable future together