

Job Description

Job title	Payroll Coordinator
Profession	Finance
Band	E
Directorate	People and Transformation
Accountable to	Payroll Manager

Job Purpose:

The role will deliver a high quality, customer focused payroll service to the business and to all employees. The role will process all payroll activity in the most efficient, effective way ensuring that the highest levels of accuracy are maintained.

Financial responsibility: No financial responsibility

People responsibility: No direct or indirect reports

Autonomy:

Within the broad direction set by the Payroll Manager, the role will delivery key accountabilities.

Key Accountabilities:

- Deliver all day-to-day payroll services (to include all employee life cycle administration processes through to the payroll and expenses pay cycles).
- Work closely with the People Services team ensuring a seamless customer experience on pay related matters for all employees.
- Provide payroll support, ensuring payroll processes are completed to a high degree of accuracy and efficiency.
- Ensure payroll knowledge is up to date and support the continuous review of payroll processes to ensure that an efficient payroll service is provided.
- Where required, check and audit colleague's payroll and expenses calculations and administration ensuring accuracy as well as compliance with all relevant legislation and processes.
- Make any necessary payments, reports and returns to HMRC (including monthly and year-end returns), occupational pension schemes and other statutory bodies.
- Provide 3rd parties with appropriate information on pay and employee data as required.
- Support the continuous improvement of the payroll service always looking for more effective and efficient ways or working.
- Ensure the payroll system is updated, maintained and utilised effectively to its full capability, identifying any possible improvements to the system.

- Provide advice and support to managers and employees on Payroll issues and liaise with other internal departments where appropriate.
- Work with the Finance team to ensure that payroll data is audited and agreed and that the necessary payments are made.
- Support any process of review of the activities of the team supporting internal and external auditors with annual audit reviews.
- Establish, develop and maintain effective working relationships with all work colleagues, contractors and partnering agencies to ensure an integrated contribution to SNG's corporate objectives.
- Maintain full confidentiality about the work of the department and all matters relating to HR both verbal and written.

General

- Role model SNG's values and behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Demonstrate everyone safe and well everywhere, every day by making health and safety a primary consideration in your decision making.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

Knowledge and Skills:

Essential

- Demonstrated experience in payroll administration.
- Knowledge of payroll legislation and compliance.
- Proficient in Microsoft packages.
- Excellent attention to detail.
- Strong communication skills, written and verbal.

Desirable

- CIPP qualified advantageous but not essential.

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	Job code	Author	Date created/modified	Effective date
1.0	4542	Rebranded	30/09/2024	
2.0	4542	Jake Shergold	04/11/2024	