**Your Job Profile**

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| What’s your job? | Payroll Team Leader |
| Who do you report to? | Payroll Operation Manager |
| Where are you based? | Our offices in Robertson Street, Glasgow |
| Which Team(s) are you in? | Payroll Team |
| Who do you manage? | Payroll Administrator |
| What do you do? | Your job is to manage your team and ensure our colleagues are paid accurately and on time. |
| What are your key tasks | * Supervising and leading Payroll Administrators to ensure all our Payrolls are delivered on time and accurately.
* Dealing with varying pay enquiries from Payroll staff and within all Op Co’s, Bus and ATH as part of the payroll service provision for the Shared Service Centre.
* Monitoring and auditing sickness/maternity and other absence payments to identify any training requirements or issues. Ensuring all are up to date on legislation to ensure the payroll is compliant with statutory changes.
* Dealing with escalated pension queries from Payroll Administrators.
* Answering or advising on escalated pay queries from both employees and 3rd parties by telephone and in writing.
* Performing routine checks on payroll output.
* Processing End to End Payroll for Operating Companies, Bus or ATH.
* Ensuring all Third party, advance payments are checked, approved, and paid on time
* Ensuring all Payroll Manuals/ Workflows are kept up to date
* Attending and provide action plan from relevant meetings with key departments/ Stakeholders.
* Hold and document One to One's including setting objectives with Payroll administrators with the team
* Training Payroll Administrators or Payroll Team Leader when required. Ensuring proper training plan set up and lead Payroll Administrators to ensure all our Operating Companies, Bus or ATH Payroll related data are accurate when input into the Payroll system according to a strict timetable
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| Who are your key stakeholders? | * HR Department
* All Employees
* Pensions Management (RPMI and Aviva), as required
* Other third parties – HMRC, Courts, Healthcare etc, as required
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| What must you have to do this job? | * Possess the management skills to lead, develop and motivate a team
* Show clear vision and purpose and inspire teams and colleagues to organise themselves in an agile way in order to reach targets.
* A proven track record in Payroll data administration
* Specialist system knowledge
* Knowledge of payroll systems, taxation, statutory and national insurance rules
* Problem solving skills (calculations, numeracy, analytical)
* Proficient in use of MS Excel (spreadsheets).
* Attention to detail and accuracy skills
* Ability to work independently and as part of a team
* Ability to work under pressure against tight deadlines and competing priorities
* Builds strong relationships, and collaborates with internal and external stakeholders
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| What would it be good for you to have to do this job? | * Payroll administration Qualification
* Oracle experience is desired
* iTrent experience is desired
* Business Object experience is desired
* One Advanced experience is desired
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| What do we expect from you?  | We expect you to demonstrate our Values |

**Abellio Values**

