**Your Job Profile**

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| What’s your job? | Payroll Administrator |
| Who do you report to? | Payroll Team Leader |
| Where are you based? | Our offices in Robertson Street, Glasgow |
| Which Team(s) are you in? | Payroll Team |
| Who do you manage? | N/A |
| What do you do? | Your job is to ensure our colleagues are paid accurately and on time. |
| What are your key tasks | * Responsible for the entering of all Payroll data accurately and within the strict timeline set for each Payroll processed.
* Deal with varying pay enquiries from staff within all designated Payroll’s as part of the payroll service provision for the Shared Service Centre.
* Inputting high volume of data to the payroll system including overtime, expenses, commissions ensuring correct and timely processing of 4 weekly, weekly, and monthly Payrolls.
* Uploading Payroll data via Batch process/ Data conversion process.
* Maintaining sickness/maternity and other absence payments whilst maintaining and monitoring records as necessary, keeping up to date in legislation to ensure the payroll is compliant with statutory changes.
* Dealing with pension queries.
* Responding to pay queries from both employees and 3rd parties by telephone and in writing.
* Performing routine checks on payroll output.
* Accurately maintaining all employee records e.g. New starters, Leavers and contractual changes.
* Ensuring all Payroll Manuals/ Workflows are kept up to date
* Train other Payroll Administrators when required.
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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? | * 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
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| What would it be good for you to have to do this job? | * Specialist system knowledge e.g. Oracle, Open People, iTrent and Business Objects system and reporting
* Payroll administration Qualification
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| What do we expect from you?  | We expect you to demonstrate our Values |

**Abellio Values**

