**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. |
| 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 |
| 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 |
| 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 |
| What do we expect from you? | We expect you to demonstrate our Values |

**Abellio Values**

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