



At Abellio we think of our people as our biggest strength and aim to set the highest standard for our Shared Service Centre. We expect our colleagues to:

- Deliver the best service to customers and internal stakeholders while demonstrating our values.
- Have awareness of statutory and regulatory requirements, as well as internal policies and procedures to ensure compliance.
- Understand your contribution to the wider SSC strategy and goals.

What is your job?	Payroll Administrator
Who do you report to?	Payroll Team Leader
Where are you based?	Shared Service Centre, Glasgow
Which Team(s) are you in?	Payroll Team
Who do you manage?	N/A
What core competences do you need?	<p><b>Communication</b></p> <p>Communicates orally and in writing in a clear, concise and impartial manner. Takes time to listen to and understand the perspectives of others and proposes solutions.</p> <p><b>Teamwork</b></p> <p>Actively contributes to achieving team results and supports team decisions. Delivers the best service to customers and internal stakeholders while demonstrating our values. Has an awareness of internal policies and procedures and ensures compliance.</p> <p><b>Planning &amp; Organising</b></p> <p>Understands contribution to the wider SSC strategy and goals and plans and organises his/her own work in support of achieving team priorities. Considers potential changes and proposes contingency plans.</p>
What do you do?	Your job is to ensure our colleagues are paid accurately and on time.
What are your key tasks?	<ul style="list-style-type: none"> <li>• Responsible for the entering of all Payroll data accurately and within the strict timeline set for each Payroll processed.</li> </ul>

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	<ul style="list-style-type: none"><li>• Deal with varying pay enquiries from staff within all designated Payroll's as part of the payroll service provision for the Shared Service Centre.</li><li>• 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.</li><li>• Uploading Payroll data via Batch process/ Data conversion process.</li><li>• 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.</li><li>• Dealing with pension queries.</li><li>• Responding to pay queries from both employees and 3rd parties by telephone and in writing.</li><li>• Performing routine checks on payroll output.</li><li>• Accurately maintaining all employee records e.g., new starters, leavers and contractual changes.</li><li>• Ensuring all Payroll Manuals/ Workflows are kept up to date</li><li>• Train other Payroll Administrators when required.</li></ul>
Who are your key stakeholders?	<ul style="list-style-type: none"><li>• HR Department</li><li>• All Employees</li><li>• Pensions Management (RPMI and Aviva), as required</li><li>• Other third parties – HMRC, Courts, Healthcare etc, as required</li></ul>
What must you have to do this job?	<ul style="list-style-type: none"><li>• Problem solving skills (calculations, numeracy, analytical)</li><li>• Proficient in use of MS Excel (spreadsheets)</li><li>• Attention to detail and accuracy skills</li><li>• Ability to work independently and as part of a team</li><li>• Ability to work under pressure against tight deadlines and competing priorities</li></ul>
What would it be good for you to have to do this job?	<ul style="list-style-type: none"><li>• Specialist system knowledge e.g., Oracle, Open People, iTrent and Business Objects system and reporting</li><li>• Payroll administration Qualification</li></ul>

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What do we expect from you?

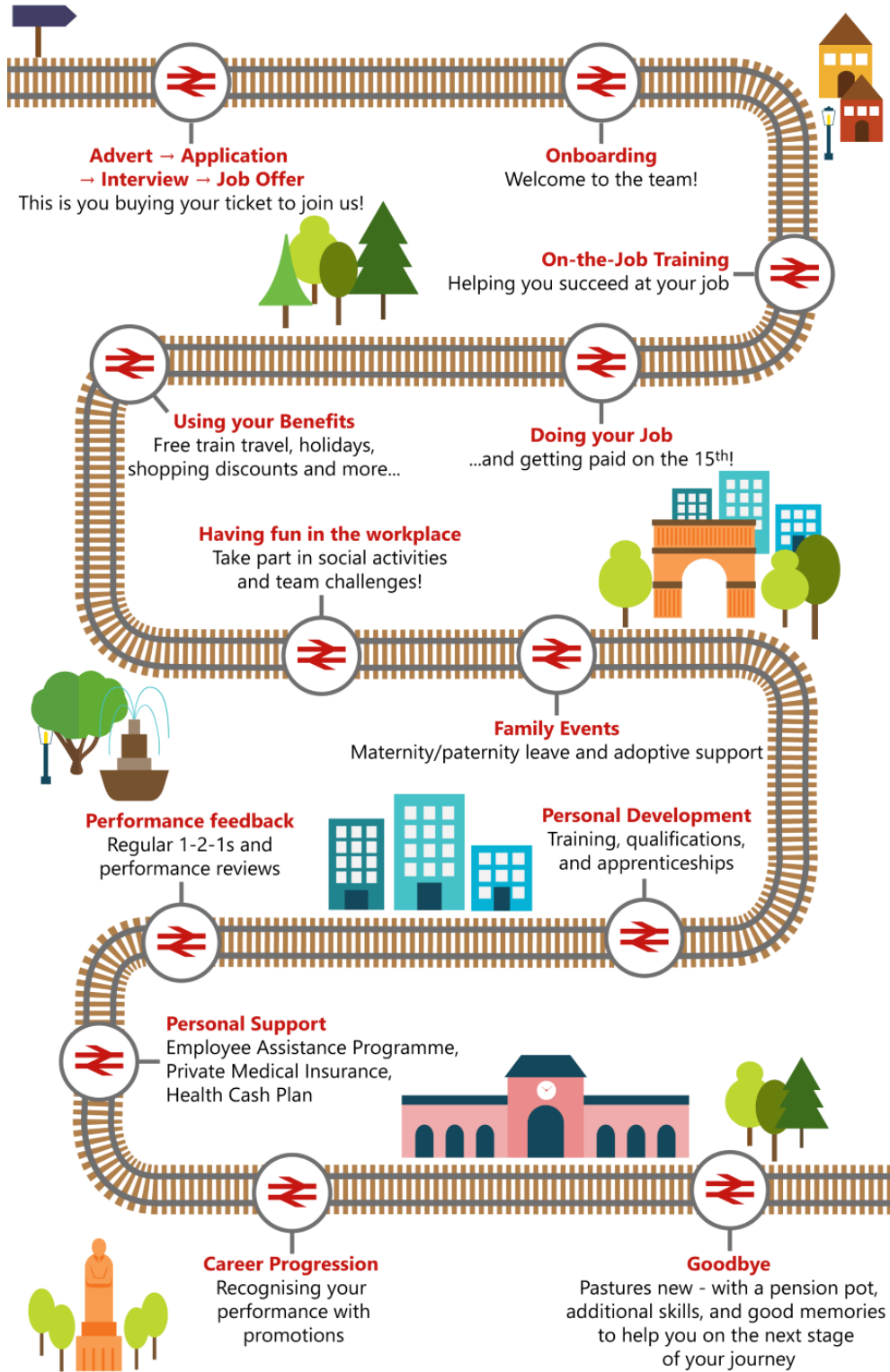
We expect you to demonstrate our values (Genuine, Professional, Proactive, and Inclusive), work effectively within our team, and contribute to the SSC strategy and goals.

### Abellio Values



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# Welcome to your Abellio SSC journey!



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