



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's your job?	Payroll Team Leader
Who do you report to?	Payroll Operation Manager
Where are you based?	Shared Services Centre, Glasgow
Which Team(s) are you in?	Payroll Team
Who do you manage?	Payroll Administrator
What core competences do you need?	<p>Communication</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>Teamwork</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>Planning & Organising</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 manage your team and ensure our colleagues are paid accurately and on time.
What are your key tasks?	<ul style="list-style-type: none"> • Supervising and leading Payroll Administrators to ensure all our Payrolls are delivered on time and accurately.

	<ul style="list-style-type: none"> • 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
<p>Who are your key stakeholders?</p>	<ul style="list-style-type: none"> • HR Department • All Employees • Pensions Management (RPMI and Aviva), as required • Other third parties – HMRC, Courts, Healthcare etc, as required
<p>What must you have to do this job?</p>	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • 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
<p>What would it be good for you to have to do this job?</p>	<ul style="list-style-type: none"> • Payroll administration Qualification • Oracle experience is desired • iTrent experience is desired • Business Object experience is desired • One Advanced experience is desired
<p>What do we expect from you?</p>	<p>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.</p>

Abellio Values



Welcome to your Abellio SSC journey!



