**Job title:** **Senior** **Payroll Analyst**

**Responsible to: Assistant Payroll Manager**

**Accountable to:** **Payroll Manager**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Our Values**

## Fulfilling Lives is our core purpose

## Every one of us makes a difference is the belief that drives us

## Caring, Passionate and Teamwork are the values that underpin everything we do

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## Job Summary

To support the end-to-end processing of the monthly payrolls for circa 11,000 employees via an outsourced payroll solution (iTrent/Midland HR). To proactively lead one of the payroll teams in a professional payroll section that works with our customer base.

### Key Responsibilities

* Ensure variable payroll data via time and attendance system is uploaded into the payroll system in accordance with payroll calendar
* Validate the payroll output from the time and attendance system and deal with any rejects that occur and administer the internal authorisation process.
* Calculation and processing sickness/maternity/paternity/adoption pay supporting the process where needed.
* Process and validate all manual payroll adjustments in line with the approved pay rules, ensuring exceptions are appropriately validated and approved.
* Assist with the management of the pensions processes for the defined contribution schemes that Care UK operate. This will cover all the relevant ‘auto-enrolment’ processes and the completion of monthly returns.
* Manage and approve out of cycle payments, ensuring all payments are fully recovered as soon as possible and the control account is balanced each period.
* Promptly resolve payroll queries with home administrators/managers or individual employees when required
* Process and recover overpayments, providing regular updates to management and escalating exceptions
* Assist with administration of P11ds and End of year processes.
* Provide regular (at least monthly) KPI reporting to the Assistant Payroll Manager.
* Ensure that the RCS iCommunicate weekly publication is used effectively to publish the period by period calendar of payroll events that homes need to be aware of
* Seek to find improvements to process and service, and look at supporting implementation of improvements
* Provide payroll inductions/training to new and existing staff
* Support the payroll requirements of acquisitions, mergers and integrations. Also provide support to facilitate the transfer of employees out of RCS division.
* Carry out ad hoc projects and other work within the division as and when required

This list of key responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

### Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
* To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation.  This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

* This job description is subject to regular review and appropriate modification.

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| I confirm I have read and understand this Job Description **Name of postholder** |
| **Signature**  |
| **Date** |

##### Person specification

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications | * A Levels (or equivalent)
* GCSEs (or equivalent)

 including English and Maths  | * Studying for a recognised payroll qualification, e.g. CIPP.
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| Experience | * Experience of working in dynamic, commercial environment
* Experience of working in a high volume payroll function
* Prior experience of working on acquisitions / TUPE
* Has at least two years of experience working in a deadline driven payroll environment
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| **Technical Skills** | * The ability to understand fundamental payroll technical matters
* Have good working knowledge of Microsoft Word and Excel
* Demonstrate a high level of accuracy and attention to detail
* Able to demonstrate logic and excellent problem solving skills
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| **Personal Qualities** | * Be able to work within the existing structure of the team.
* Have the ability to work under pressure to meet deadlines
* Works collaboratively with others sharing ideas and information at all times
* Effectively builds trust with a consistent approach between actions and words
* Will take responsibility for issues and resolve them
* Positive approach with a focus on understanding and delivering to customer requirements
* Excellent written and verbal communications
* Respect for confidential information
* Organised and structured approach
* Team Focussed
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