**Job title:** **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 12,500 employees via an outsourced payroll solution (iTrent/Midland HR). To be a proactive member of a professional payroll team that works with our customer base.

### Key Responsibilities

* Processing of starters and leavers.
* 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.
* Process all Court Order instructions received from the HMCS in a timely manner and liaise with the various authorities to resolve any issues that arise.

* Administration of pension schemes and auto enrolment.
* Administration and reconciliation of Salary Sacrifice Schemes, Cycle to Work, Childcare Vouchers, Annual Leave Purchase etc.
* Calculation and processing of out of cycle payments, ensuring all payments are fully recovered as soon as possible and that 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 end of year processes.
* Production of payroll related correspondence.
* Provide regular (at least monthly) KPI reporting
* With guidance from the Assistant Payroll Manager, support the payroll requirements of acquisitions, mergers and integrations.

The post holder may be required to undertake other relevant and appropriate duties as reasonably required.

**Organisational Requirements**

* Care UK is a regulated business, subject to external governance, and involves actively ensuring awareness of (including training compliance) and applying all related and current legislation – personally, to the Home and wider company.
* Take reasonable measures to protect the care of the health and safety and wellbeing of yourself and others at work – in accordance with current legislation and best practice
* Comply with the requirements of the Data Protection Act (and other regulations and processes) to ensure confidentiality of information – in accordance with current legislation and best practice
* Understand and implement safeguarding in accordance with current legislation and best practice
* Be familiar with and comply with relevant Care UK policies and processes

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications |  | * GCSE’s including English and Maths * Studying for a recognised payroll/finance qualification, e.g. CIPP |
| Experience | * Experience of accurate data entry | * Experience of working in dynamic, commercial environment * Experience of working in a high volume payroll function * Prior experience of working on acquisitions / TUPE |
| **Technical Skills** | * Proficient in IT and Microsoft packages |  |
| **Personal Qualities** | * Demonstrate a high level of accuracy and attention to detail * Ability to work independently and as part of a team * Ability to work to deadlines, manage workload and prioritise effectively * Ability to act on and resolve challenges * Works collaboratively with others sharing ideas and information at all times * Effectively builds trust with a consistent approach between actions and words * Positive approach to work with a focus on understanding and delivering to customer requirements * Excellent written and verbal communication skills * Respect for confidential information |  |