

JOB

DESCRIPTION

Payroll Coordinator

Job Title:	Payroll Coordinator
Department:	Soft Services Payroll
Reporting to:	HR Shared Service Manager
Responsible for (staff):	N/A
Location:	Upminster
General Purpose of Role:	The role of the Payroll Coordinator is to ensure the accurate processing of data to enable correct and timely processing of the Soft Services payroll.

ACCOUNTABILITIES

- Processing of all new starters, changes and leavers via the HR/Payroll system
- Coordinating with stakeholders to ensure all approved amendments, timesheets and overtime are submitted within the monthly deadlines
- Ensure all data is processed in time for monthly deadlines
- Ad hoc manual checks to ensure
- Maintain and update all processes as required
- Continuous review of all processes and procedures relating to payroll to ensure fit for purpose
- Provide details of all AOE/DOE, Absence and Maternity, Paternity leave to third party via secure portal
- Liaising with Area Managers to ensure deadlines are not jeopardised
- Issuing SSP1, SMP1 and SPP1 to employees as and when required
- Completion of P11d

KNOWLEDGE AND SKILLS

Experience

- Experience of working with Cintra or similar payroll system
- Experience of working within a fast paced payroll department
- Experience of processing payroll for 2,000+ employees
- Experience of working with a bureau for outsourced payroll

Knowledge

- Extensive knowledge of Excel and Word
- Understanding of statutory entitlements

Skills Competence

- Excellent organisational skills
- Attention to detail
- Excellent customer service skills
- Good communication skills
- Ability to communicate at all levels

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VALUES & BEHAVIOURS

Do it **SIMPLY**:

- Improve every day – provide sustainable, workable and lasting solutions to challenges
- Strive for efficiency – work in an uncomplicated manner, using language and terminology that can be understood by all

Do it **WELL**:

- Act safely and responsibly – safety first and at the forefront of everything you do
- Excel at customer service – find solutions that meet, where possible exceed expectations

Do it **WITH PASSION**:

- Perform with pride and purpose – act as a positive role model to others
- Value each other – be open and transparent and respect the views of others