

Job Description

Job title	Payroll Administrator	Job family	Business Support Services
Reporting to	Payroll Team Leader	Job code	
Location	Leicester	Evaluation Date	TBC

Job Purpose

Be part of a team responsible for the processing of monthly payrolls for large numbers of Priory Group employees.

Responsibilities

As Payroll Administrator you will

- In liaison with colleagues, ensures that all employee related data is correctly entered into the Priory Payroll System, and that all necessary amendments have been completed prior to the payroll cut-off date
- Ensures the integrity, probity and reasonableness of local financial controls in respect of the payroll, in order to minimise financial risk via the correct implementation of local procedures and policies
- Answers employees' queries in respect of payroll, referring any complex issues to the appropriate level / manager.
- Ensures that all documentation is correctly filed, in order that financial auditors can be satisfied in their audit, via the efficient recovery of key documents of initial entry
- The role holder undertakes routine and regular tasks, but can alter the sequence of tasks on a daily basis
- Ability to work well under pressure and to tight payroll deadlines
- Assist sites and third parties with enquires and sometimes demanding and difficult situations which will require demonstrable communication and interpersonal skills
- Responsible for the accurate inputting of data, ensuring that employees are paid accurately and on time
- Ensure accurate and timely filing of documentation at the end of the processing month
- The role holder will generally work within existing procedures and processes; however, there will occasionally be the need for more adaptive thinking, particularly when dealing with more complex or unusual queries

Knowledge / Education / Skills

- Likely educated to GCSE, with potentially A Level or further college study obtained.
- A high level of numeracy and IT literacy
- A working knowledge of payroll legislation
- Highly organised individual with meticulous attention to detail, methodical and thorough approach to work
- Understands the importance of team work and actively focuses on being an effective team player
- A resilient individual who is able to perform well under pressure
- Organised with the ability to deal to multi-task and prioritise in a highly dynamic environment.
- Hands on experience of payroll applications familiarise

Experience

- Previous experience within a payroll administration role
- Experience working with large volumes is desirable
- Previous sector relevant experience desirable
- Previous experience with iTrent desirable

Communication

- Excellent demonstrable verbal and written communication skills

Working Environment

- Role is Leicester based

Upholding the Company Behaviours	
This provides some guidance on the types of conduct to support the Company Behaviours	
Behaviour	Evidence
Putting People First	<ul style="list-style-type: none"> • Strives to ensure every colleague is able to make a positive and lasting difference to Service Users and their families • Actively seeks to develop the potential of every service user and staff member
Being Supportive	<ul style="list-style-type: none"> • Celebrates success and supports colleagues through difficult times • Demonstrates loyalty to colleagues, manager and team
Acting with Integrity	<ul style="list-style-type: none"> • Is honest and respectful in all interactions with colleagues and customers • Demonstrates emotional control • Ensures accurate recording of any transactions and interactions on all company documentation • Challenges poor performance and behaviours
Being Positive	<ul style="list-style-type: none"> • Promotes the company in a positive way at all times • Strives for positive outcomes, especially when times are challenging
Striving for Excellence	<ul style="list-style-type: none"> • Always puts service quality first • Shares and encourages innovation • Keeps on top of new developments in the sector