

## Job Description

<b>Job title</b>	Payroll Administrator	<b>Job family</b>	People Services
<b>Reporting to</b>	Payroll Team Leader	<b>Job code</b>	
<b>Location</b>	Leicester	<b>Evaluation Date</b>	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

**Responsibility**

- Responsible for processing of payroll with high level of accuracy

**Safeguarding**

All colleagues have a responsibility to protect and safeguard vulnerable individuals at risk (whether children or adults). Colleagues must be aware of local child and adult protection procedures and who to contact within the Local Authority Safeguarding team for further advice. All colleagues are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

**Working Environment**

This role is based at our People Team Office in Leicester with the ability to work remotely as and when required.

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