

Job Description

Job Title: Payroll Officer Reports To: Head of HR
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Job Summary

We are looking for a Payroll Officer to join our HR department and administer and manage our employee compensation, from cradle to grave. The role will be based in our office in Fareham, Hampshire.

The Payroll Officer responsibilities include calculating employees' compensation, updating our internal payroll and HR databases and ensuring timely payments. To be successful in this role, you should have a flair for numbers and be able to handle sensitive information.

Ultimately, you will help run a smooth and accurate payroll process.

Responsibilities:

- Collect weekly or monthly timesheets, allocating costs, monitoring absences and reporting on this information to ensure it is accurate
- Calculate Overtime and callout payments
- Prepare employees' compensation by the end of each month using payroll software.
- Schedule bank payments and ensure all HMRC submissions are made correctly.
- Distribute payslips (electronic or paper based)
- Report on all payroll expenses and benefits
- Manage the monthly pension submissions, including starters and leavers
- Enter new employees' data (e.g., bank accounts and tax identification numbers) into internal databases.
- Management of starters, leavers and employee contractual changes, ensuring these are dealt with in a timely manner.
- Production of all HMRC documentation (P45's, P60's, P11d's)
- Management of all deduction Payrolls (including court orders, student loans etc)
- Answer queries about compensation, benefits, tax, deductions and overtime.
- Management of all statutory payments (SMP, SSP, SPP etc)

Technical Requirements:

- Proven experience as a Payroll Officer, Payroll Clerk or similar role
- Hands-on experience with HRIS and accounting software
- Strong arithmetic skills with an ability to spot numerical errors.
- Good knowledge of relevant legislation
- Time-management skills

- Ability to handle confidential information.
- Ability to meet deadlines
- Ability to juggle a number of tasks at any one time

General:

- To be a 'team player' within the office and contract
- Helping colleagues, as and when necessary, especially to meet deadlines.
- Contribute effort towards Company Vision and Mission and observe Company values when actioning your objectives.

Communication:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with the other team members.
- Recognise people's needs for alternative methods of communication and respond accordingly.

Personal/Professional Development:

The post-holder will participate in any training programme implemented by Platinum as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

Equality and Diversity:

The post-holder will support the equality, diversity and rights of colleagues to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with Company procedures and policies and current legislation.
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings, priorities and rights.

Quality:

The post-holder will strive to maintain quality within the Company, and will:

- Alert other team members to issues of quality and risk.
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance.
- Effectively manage own time, workload and resources

Health & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Platinum Health & Safety Policy, to include:

- Using security systems within the workplace according to Company guidelines
- Identifying the risks involved in work activities and understanding such activities in a way that manages those risks.
- Making effective use of training to update knowledge and skills.
- Reporting potential risks identified.

Confidentiality:

- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information. All such information from any source is to be regarded as strictly confidential.
- Information relating to the business of the Company may only be divulged to authorised persons in accordance with the Company policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Note:

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but it is a guide, for information, to the job. It will be periodically reviewed in the light of developing work requirements in the role. The post holder will participate in the review.