

BLLENHEIM

JOB DESCRIPTION

Job Title: Payroll Systems Specialist
Department: Finance
Reports to: Finance Team Leader with dotted line to HR Manager
Staff reporting to this post: Nil

Summary of role: Primarily managing the monthly payroll process. This role will also be responsible for HR systems and data from a technical and analytical perspective, making sure the systems work properly while continually looking to maximise their effectiveness.

Tasks & Responsibilities:

Payroll and Pension (equivalent of 3 days a week)

- Preparation and processing of payroll; review and ensure accuracy of all information and be complaint with HMRC
 - Preparation includes: Input all starters, leavers, changes, awards, overtime, timesheets, expenses, electronic update any tax codes, student loans etc and ensuring it has been authorised and approved correctly prior to processing the payroll
 - Processing: once above is complete, ensure pension details are applied appropriately, review with Head of HR and Head of Finance and provide supplemental spreadsheets to robustly check figures.
 - Create BACS export and then FPS and EPS to HMRC and publish payslips to Select HR.
 - Management of Select HR (checking of nominal ledger, closing period etc)
 - Management of nominal ledger download including the salary recharging invoices to go to finance
- Management of the pension scheme via payroll and pension reporting to the pension provider
- Co-ordinating activities between payroll, HR, budget and other departments
- Establish/maintain employee records; ensure that employee changes are entered correctly and made on a timely basis; review and ensure all changes are authorise
- Responsibility of the Payroll Office of National Statistics (ONS) Reporting
- Providing data and working with Head of HR and Head of Finance with the Gender Pay Gap (March) reporting and Pay review (August/Sept)

Process and Systems (equivalent of 2 days a week)

- Process review and improvement
- Helping and training managers in the use of HR systems
- HR data analysis and reporting
- Data integrity and audit
- Enhance the employee user experience for Select HR and SharePoint, through internal communications and training
- Run ad-hoc reports for HR and the business
- Select HR technical administration i.e. workflow management, working patterns and configuration
- Solve SelectHR system issues

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- Skills & Experience:**
- Intermediate to advanced Excel
 - Payroll experience
 - Ability to set up processes from scratch
 - Communications; verbal and digital
 - SharePoint admin knowledge (desirable)
- Person Specification:**
- Customer focused
 - Able to develop credibility
 - Technical & analytical
 - Team player
 - Create and be willing and able to offer ideas
 - Strong organisational skills, and the ability to work under pressure
 - Ability to handle and prioritize multiple tasks and meet all deadlines
- Other**
- It is expected that in the first 4 – 6 months of joining, this individual would play a key role in the implementation of a new integrated HR, payroll, time and attendance system.
 - Holiday cannot be taken over payroll deadline. There is some flexibility over the deadline which is usually between the 10th and 21st of every month. Cover for payroll will be given in extenuating circumstances only and the payroll officer will make all arrangements necessary (within reason) to be able to complete the payroll every month
- Our Culture:**
- At Blenheim, we are passionate about providing an environment for our employees to develop their skills, try new ways of learning and encouraging their talents to flourish. Our Blenheim Behaviours are shared by all and are an important aspect of joining the Blenheim Team.
- Relish a New Challenge Everyday
 - Keep Our Promises
 - Show Honesty with Kindness
 - Share a Sense of Belonging
 - Make History