

Job Description and Personal Specification

Job Title: Payroll Specialist

Place of work: Brasted

Hours of work: 37 hours per week

Career Family: Management Professional and Administration

Grade Name: Adviser

Reports to: People & Payroll Shared Services Manager

Who we are

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

We achieve this in two ways. First, we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

Where you fit in

The Payroll Team is responsible for ensuring that salaries are paid correctly, on time and in compliance with HMRC rules.

As the Payroll Specialist you will be solely responsible for ensuring that the organisation's payroll and pension schemes are run in the most efficient manner, ensuring accurate payments are made to staff on time, and ensuring that all tax law and other associated regulations are complied with.

You will have the ability to demonstrate initiative and a proactive approach to work, be able and comfortable to work unsupervised and work across teams to solve problems and to be able to improve the efficiency of the existing processes.

You will have the ability to manage various priorities and work within tight deadlines.

Provide an excellent customer focussed service to every customer whether internal or external and ensure that issues are resolved on the first occasion wherever possible

You will develop close working relationships with colleagues in the People Services department as well as other key corporate and group functions to promote best practice to achieve accurate payroll processing.

Main Duties & Accountabilities

- To be the initial point of contact for all payroll related queries regardless of the nature of the enquiry.
- Provide technical payroll advice and expertise to colleagues across Catch22, dealing with complaints and complex queries through to effective resolution, suggesting and implementing continuous improvement activity to prevent any reoccurrences of omissions and processing.
- To be Catch22's lead adviser on all matters relating to payroll, pension and related functions including up-to-date expert knowledge in legislation relating to all payroll/pension matters, including lawful deductions and auto-enrolment.
- Ensure that all payments to staff are made in an accurate and timely manner
- Responsible for the full management, processing and reconciliation of the monthly payroll for Catch22 and any future payrolls we may take onboard.
- Plan and prioritise work, check own work and that of others as required for completeness and accuracy.
- Responsible for submitting on a timely basis all relevant information to HMRC eg. EPS and FPS
- Uploading LGPS information onto I-connect and uploading Teachers Pensions, Standard Life and Nest contributions/information to their portals.
- Responsible for managing employee benefit schemes such as car salary sacrifice cycle to work, salary sacrifice, smart tech etc.
- Downloading Tax codes and other HMRC notifications.
- Day to day processing including starters, leavers, variations, pensions including auto-enrolment, court orders and any other ad hoc pay related input.
- Reviewing, entering/uploading timesheets onto the current Payroll system.
- Responsible for the input, calculation and recording of maternity, paternity, adoption and shared parental leave payments both statutory and occupational and KIT days.
- Ensure that the exception reports are checked and necessary remedial action is put in place as necessary to ensure employees are paid accurately.
- Perform accurate data calculations and analysis of payrolls, including statutory and occupational payments, deductions and reconciliation of movements and validation of variances (gross & net)
- Ensure BACS is sent off to Finance in a timely manner.

- Responsible for ensuring that all the monthly 3rd party payments are paid in a timely manner.
- Responsible for ensuring that the monthly and year-end processes are carried out
- Complete and validate regulatory returns and reporting including processing monthly and annual payments and benefits within timescales and quality standards e.g. P11d, P60s, PSA, FPS, Pensions returns, P45s etc.
- Assisting with and running payroll related year end Audit reports for Finance and to answer queries.
- Carrying out year-end Pension returns, LGPS re-banding and re-enrolment.
- To work closely with People Services and HR colleagues to improve the delivery of payroll
- working closely with Finance team to ensure costings and under & over payments balance reducing any risk to reporting and levies to the organisation.
- To develop and promote effective and credible working relationships with managers and service users across all services in Catch22 and external service providers.
- Seek opportunities to improve own performance, contribution, knowledge and skills, participating in training and development activities as required
- Implement professional standards to ensure that the knowledge, skills and competencies necessary for the effective performance of the post is maintained
- Design, review, and modify payroll processes to accommodate changes in systems and legislation.
- Consult with HR on timeframes in relation to processing changes in the payroll system and arrange advice and guidance for the administration of TUPE transfers in relation to payroll.
- Provide accurate salary data on a monthly and annual basis as required by Office of National Statistics.
- To regularly carry out audits on payroll changes to ensure that adjustments to the records are properly carried out by the Payroll Team.
- Developing and refining payroll procedures. Critically review and analyse current payroll, benefits and procedures in order to recommend and implement changes, leading to best practice.
- Calculating and communicating any over/under payments made to staff and Managers.

System related.

- Testing all new changes made in the test and live system, e.g. new absence schemes, pension schemes etc.
- Checking all system updates by MHR.
- Updating project/cost codes for services and individual employees as needed.
- Creating/closing Payrolls, pension schemes and PAYE schemes as and when required?
- Creating/Updating new payroll elements and costing them as and when required
- Work with the systems team to ensure the transfer of data between systems transfers over correctly. To correct and remedy any issues that arise from this on a weekly basis.

Other

- Balancing General Ledger reports for Finance
- Analysis and production of periodic and ad-hoc information, communicating findings.
- Ability to train managers to effectively use the systems and processes we have in place at Catch22.
- Maintain and follow GDPR and Data Protection guidelines at all times.
- Maintain confidentiality at all times
- Any other duties as may be reasonably required in relation to the grade of the post.

What does good look like for this role?

- Catch22 vision and values are embedded across portfolio of services
- All services are meeting their contractual targets and KPIs
- All services are meeting their financial performance targets and delivering margin
- Managing risk and making appropriate remedial action
- Service improvement / new business opportunities are identified with key stakeholders

Organisational Relationships

You will be managed by our People & Payroll Shared Services Manager and will be working with alongside a team of People Coordinators who support other areas of the organisation, so there will be plenty of opportunities to learn from others, hear more about what we do and how you play a part in the bigger picture.

You will be working closely with the rest of the People Team: People Director, People Partners, Systems Team, Director of Employee Experience, Recruitment, Learning & Development, Wellbeing team and the Finance team.

Liaises closely with key stakeholders such as:

- All Catch22 Employees
- Key Corporate teams
- Service Managers

External:

- Banks
- MHR
- Auditors
- Pension Providers and regulators
- Credit union
- Tusker
- Benefit providers
- HMRC

Senior Payroll Lead: Person Specification			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	Level 5 Payroll qualification or 5 years or more experience in a similar role.	Working towards a Level 5 Payroll qualification or Payroll Manager qualification.	
KNOWLEDGE/ EXPERIENCE	Payroll experience, data processing experience. Proven up-to-date knowledge of payroll processes and principles. Familiarity with Benefits and other Wage Deductions Proficiency in Microsoft Office and Payroll Software Programs Experience of providing advice and support to managers and employees on all payroll matters. Experience of managing and developing staff	iTrent payroll experience Business objects Balancing payroll accounts People First system experience	
SKILLS & ABILITIES	Excellent communication and interpersonal skills. Ability to translate payroll to non-payroll staff. Ability to prioritise and meet tight deadlines. Ability to work autonomously. Used to working in a fast-paced environment. Ability to manage and work flexibly as an active member of a busy team. Great attention to detail. Initiative in problem solving. Experience of planning and organising workloads in line with service objectives and customer needs.		
OTHER	Share Catch22 values Awareness of and commitment to Equality & Diversity Willing to travel and work flexibly Desire to develop and undertake training as required		

