

ROLE PROFILE

Role Title	Payroll Administrator
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Finance
Location	ARETE
Team Leader Role	Payroll Team Leader
Team Members	No
Role Level	5
Role Purpose	
Accurate preparation and processing of the groups 6 monthly UK payrolls and 1 Irish payroll ensuring deadlines are adhered to and payments authorised in line with the Group Banking Mandate	
Accountabilities	
<ul style="list-style-type: none"> • Accurate preparation and processing of the groups 6 monthly UK payrolls and 1 Irish payroll ensuring deadlines are adhered to and payments authorised in line with the Group Banking Mandate • Ensure the current legislative and contractual deductions are applied, paid timely and authorised in line with the Group Banking Mandate to the relevant external bodies and in accordance to HMRC guidelines • Work with HR administrators to ensure smooth running of payroll on a day to day basis and liaise with HR leaders to ensure the implementation of new payroll policies • Management of the process and payment of overseas Taxes and UK NI where applicable for overseas secondees • Support Group Finance and Shared Service Leader to implement and embed new payroll projects working with HR, GTS and payroll provider • Manage and reconcile Payroll Control Accounts for month end and year end in line with Group Reporting timetable • Complete the financial tax year end sending end of year summaries, P35's,P14 on-line to HMRC and issue p60's to all employees in line with HMRC timetable • Review processes on an ongoing basis, identifying opportunities for continuous improvement, and proposing/ implementing these with input/authorisation from the Group Finance and Shared Service Leader as appropriate 	
Created by:	Fiona MacMillan
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HRBP:	Kirsty Morris
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Competencies

N/A	N/A	N/A
N/A	N/A	N/A

Skills and Experience

N/A