



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Payroll Administrator
Internal Reference	CEN-0021
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Finance
Location	Arete
Team Leader Role	Payroll Team Leader
Role Level	5
Team Members	No
Role Purpose Ensure accurate and timely preparation and processing of payroll for UK and overseas employees, maintaining compliance with all local and international regulations. Collaborate with internal teams and external payroll providers to ensure smooth payroll operations, handling employee queries, and preparing statutory filings.	
Accountabilities Ensure accurate and timely payroll processing for UK and overseas employees, adhering to organisational deadlines and statutory requirements. Manage payroll adjustments including overtimes, shift allowances and other various payments and statutory deductions (e.g. PAYE, NI, student loan, pensions) Ensure compliance with payroll legislation in the UK and overseas jurisdictions, including tax, social security and reporting obligations. Submit statutory filings such as RTI submissions and liaise with third party providers to ensure all relevant statutory filings are completed for our overseas payroll. Generate detailed payroll reports for management auditors, and statutory purposes as required and reconcile payroll accounts with finance teams to ensure accuracy in payments and deductions. Collaborate with international HR and finance teams to ensure alignment in payroll processes and compliance with local regulations. Act as the first point of contact for payroll-related queries from UK employees. Liaise with external payroll providers, tax authorities, and third-party vendors to ensure smooth payroll operations.	
Created by:	Fiona MacMillan
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