

## ROLE PROFILE - INTERNAL

<b>Role Title</b>	<b>Payroll Team Leader</b>
<b>Business Unit / Group Function</b>	Central Services
<b>BU Team / Sub-Function</b>	Finance
<b>Location</b>	Arete
<b>Team Leader Role</b>	Group Finance Shared Service Leader
<b>Team Members</b>	Yes
<b>Role Level</b>	4A
<b>Role Purpose</b> The leadership and management of the Group's centralised UK and Overseas Payroll functions. Adherence to UK and overseas legislation whilst ensuring contracted deductions are made in line with T&C's and payments to employees and relevant external bodies made on a timely basis.	
<b>Accountabilities</b> Accountabilities <ul style="list-style-type: none"> <li>• Management of the Groups UK and Overseas payroll ensuring current legislative and contractual deductions are applied, paid timely and authorised in line with the Group Banking mandate.</li> <li>• Management of the Groups secondees' payrolls, liaising with 3rd party providers ensuring current legislative and contractual deductions are applied.</li> <li>• Lead the delivery of new payroll projects, implementations and enhancement of Payroll systems and processes.</li> <li>• Collaborate with the HR department to create, build and enhance strong working relationships with the aim to provide an efficient and effective service to employees throughout the company.</li> <li>• Administer the electronic submission of all employee payments and settlement of 3rd party payments with a right first-time mind-set, through online banking platforms ensuring all payments comply with Group T&amp;Cs and regulatory requirements.</li> <li>• Develop, manage and control Payroll systems and processes (including those outsourced to third party service providers) to meet current and future business requirements, and ensure regulatory compliance.</li> <li>• Oversight and review of the month end financial processes for payroll reporting, ensuring accountings entries are correctly recorded and monthly balance sheet reconciliations completed as per Group timetable.</li> </ul>	
<b>Created by:</b>	
<b>Creation Date:</b>	
<b>HRBP:</b>	N/A
<b>Date of last revision:</b>	30/10/2023

**Competencies**

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

**Skills and Experience**

N/A