



OMNISERV

Job Description

Job Title: Payroll Administrator
Location: WBC
Reporting To: Payroll and HR Systems Manager
Direct Reports: None

Purpose:

The Payroll Administrator is responsible for administering the payroll system for our commercial contracts.

Key Responsibilities:

- Handle administrative payroll duties including data entry, filing and reporting.
- Liaise directly with line managers and Terminal Administrator/s regarding the submission of employee attendance related documentation; such as but not exclusive to fit notes, return to work interviews, and update on computerised system.
- Liaise directly with the external Payroll provider for the submission of statutory documentation relating to payroll.
- Prepare the salary and wage payrolls to a `pre-commit stage` including deductions, accruals and PDE grids.
- Assist the Payroll and Compliance Manager in running the payroll for both hourly paid and salaried staff, in addition to Agency staff, ensuring that all processes and procedures are carried out in accordance with defined criteria.
- Ensure that all service level agreements are maintained or exceeded to ensure a consistently high level of service to both internal and external clients.
- Update employee payroll records as appropriate.
- Assist in responding to queries from outside agencies such as financial, governmental (local and/central) or credit organisations.
- Ensure all relevant filing of documents in both an orderly and timely manner.
- Other assignments related to admin activities surrounding the ADP Freedom system.
- Play an active part in the development and evolution of processes around the payroll.
- Hands on experience in large start-up projects, with a commercial understanding of TUPE transfers (inbound and outbound)

Carry out any reasonable task requested. This description is an outline of the role and it is expected that key task will vary with the demand of our client and operation base.