|  |  |
| --- | --- |
| Baxters Logo - May 09.jpg | **Outline Post Description** |
| **Job title** | Part Time Payroll Assistant |
| **Effective date** | September 2024 |

**Principal purpose of the role:**

|  |
| --- |
| * Assist with the running of 2 weekly and 3 monthly UK payrolls
* Assist with the accounting side of the payroll process
 |

**Main accountabilities:**

|  |  |
| --- | --- |
| 1 | Assist with the checking of employee hours to ensure prompt and accurate upload to the payroll system |
| 2 | Assist with payroll preparation ensuring all payrolls and related returns are completed accurately and on time |
| 3 | Process employee details and payroll adjustments as required, ensuring any relevant authorisations are in place |
| 4 | Ensure timely completion of weekly and monthly payrolls for sign off by Senior Management |
| 5 | Assist with the preparation of year-end returns and reports, including P11ds and PSAs where required |
| 6 | Prepare reports for other departments across the company where required, and maintain robust relationships with the HR and Finance teams |
| 7 | Deal with queries from employees and outside agencies as and when they arise |
| 8 | Work cohesively with our existing Payroll Assistant to ensure all duties are covered and completed on a timely basis |

**Person specification:**

|  |  |
| --- | --- |
| 1 | Existing payroll experience essential, preferably processing both weekly and monthly payrolls within an online timesheet/manufacturing setting. |
| 2 | Experience of computerised payroll systems preferred, ideally Advanced Flexipay. |
| 3 | A good understanding of PAYE, NI, statutory payments, deductions and autoenrollment essential, as well as up to date knowledge of payroll legislation. CIPP or other relevant qualifications advantageous. |
| 4 | A high level of accuracy and strong attention to detail. |
| 5 | Ability to work under pressure to tight deadlines.  |
| 6 | An understanding of basic accounting principles, journals and balance sheet reconciliations preferred but not essential. |
| 7 | Experience using accounting software, in particular Oracle, preferred but not essential. |
| 8 | Good Microsoft Excel and Word skills. |
| 9 | Excellent written and verbal communication skills. Confident dealing with a variety of internal and external contacts. |
| 10 | Upholds Baxters behavioural standards. |

**Baxters Behavioural Standards:**

|  |  |
| --- | --- |
|  WORK TOGETHER  | Works well with others Behaves positively and sets an example to others Is enthusiastic and committed at all times  |
| BE BETTER  | Looks for ways to improve things and solves problems Develops own skills to get better Has a consistently high standard of work Operates competently without supervision  |
| BE RESPECTFUL  | Always treats people with dignity and respect Treats everyone in a fair and consistent manner Manages emotions when dealing with difficult people or situations Relates well to all types of people and at all levels  |
| GET RESULTS  | Sets measures and standards and regularly reviews against these Holds self accountable for personal objectives & gets support from others Plans & prioritises and is flexible to change when necessary Is clear what needs to be done to be successful & achieves the standard  |