**Job & Person Specification**

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| **Job Title** | Payroll Supervisor | **Reports To:** | Payroll Manager |
| **Business Unit / Location** | Europe / Fochabers | **Department / Function** | Payroll / Finance |

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| **Job Purpose** |
| Manage 2 weekly and 3 monthly UK payrolls, tracking mandatory payroll reporting deadlines, ensuring all returns are submitted to maintain compliance and coordinating the reconciliation process. Works closely with Line Management and the HR Team to provide professional payroll advice and solutions.  |

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| **Person Specification - Essential** |
| Has processed end to end - both weekly and monthly payrolls within an online timesheet and / or manufacturing setting using a computerised payroll system. |
| A full understanding of PAYE, NI, statutory payments, deductions and autoenrollment essential, as well as an up-to-date knowledge of payroll legislation. |
| Can demonstrate a high level of accuracy, strong attention to detail and able to work under pressure to tight deadlines.  |
| An understanding of basic accounting principles, journals and balance sheet reconciliations preferred.  |
| Intermediate Microsoft Excel and Word skills e.g. able to use basic formulas, pivot tables and V look Ups |
| Excellent written and verbal communication skills. Confident dealing with a variety of internal and external contacts. Excels at working autonomously, can rely on own initiative and is self-motivated |
| **Desirable** |
| Has used accounting software, in particular Oracle  |
| CIPP or other relevant qualifications advantageous. |
| Experience of Advanced Flexipay. |

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| **Accountabilities** |
| **Payroll Processing:** Oversee the Payroll function ensuring all payrolls and related returns are completed accurately and on time for Management Approval. Processing employee details and payroll adjustments as required, ensuring relevant authorisations are in place.  |
| **Reconciliation:** Complete the monthly balance sheet reconciliation process to agreed deadlines.  |
| **Pension Processing:** Reconcile and upload pension contributions, managing the enrolment process directly with the pension provider |
| **Continuous Improvement**: Regularly audit the payroll process, developing and refining processes and procedures as required. |
| **HMRC Submissions**: Ensure monthly RTI deduction schedules are prepared and submitted for review ahead of payment deadlines  |
| **Year-end returns:** Prepare reports, including P11ds and PSAs where required, process P45 / P46’s & P60’s |
| **Metrics/Business Information:** Prepare and analyse reports for other departments, gain insights, and create meaningful actions. Report on activity via appropriate metrics/KPI's/stats that are insightful to the business and are supported by solutions which drive the right behaviours.  |
| **Communication:** Work with the HR & Finance teams to ensure good, two-way sharing of information and identify ways to improve and maximise collaboration through technology. Dealing with payroll related queries from employees and outside agencies. |
| **Team Development** - Supervise and mentor the Payroll Assistant, owns their training and development to enable progression and / or growth  |

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| **Values** | **Management Competency** |
| **Be collaborative***We’re one worldwide family, supporting one another to achieve our shared goals***.** | Ensures everyone understands their role within their immediate and wider teams |
| **Be brilliant***We’re ambitious and share inspired ideas that will evolve our business.* | Encourages teams to achieve excellence |
| **Be accountable***We take ownership and pride in the work that we do* | Support teams to become confident and able “to have a go”. |
| **Be responsible***We are committed to always doing the right thing and acting in a sustainable, ethical way.* | Ensures the team meets all required standards |
| **Be respectful***We treat each other with openness and clarity, fairness and inclusion.* | Create and maintain a safe environment for all |

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| **Created By:** | **Diane Harper** |
| **Date:** | **July 2024** |