

**Role Purpose:**

Working within the Payroll department and under the supervision of the department Manager, the role includes payroll preparation from client core data, payroll administration duties, dealing with HMRC on payroll matters, plus other general practice accountancy related tasks as required.

**Role Activities:**

- Helps to gather, create, and process payroll-related information to ensure employees are paid on time and accurately.
- Verifies and confirms data by liaising with employers and colleagues.
- Performs payroll tasks using electronic payroll software.
- Complies with legal and contractual obligations.
- Provides internal and external reporting of payroll information to deadlines as required.
- Participates as required in preparation and activation of payroll for clients.
- Meets with clients as required and answers client telephone enquiries, referring the client as necessary.
- Ensures effective and appropriate communication with colleagues and clients.
- Is aware of own limitations and actively seeks support from senior staff.
- Contributes to team effort by accomplishing related results as needed.
- Works to relevant ethical and professional standards in a legal and regulatory environment that is constantly changing.

- Participates in a programme of continuing professional development (CPD) to ensure currency and compliance.
- Undertakes any other duties considered to be commensurate with the role.

**Role Skills and Qualifications:**

- Undertakes Payroll Administrator Level 3 qualification.
- Able to understand and apply policies and regulations to ensure compliance.
- Knowledge of standard payroll practices and terminology.
- Good administrative and analytical skills.
- Good IT skills and able to gain proficiency with partnership computer systems.
- Professional attitude and appearance.
- Excellent multi-tasking and time management capability, with the ability to prioritise tasks.
- Able to work independently and as part of a team.
- Excellent written and verbal communication skills.
- Excellent customer service attitude.
- Contributes positively to change management.
- Ability to be resourceful and proactive when issues arise.
- Confident to ask for help and to receive constructive feedback.