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| **Job Title** | Payroll Officer |
| **Reports to**  | Payroll Manager |
| **Primary Location** | Leeds – Gelderd Road |

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| **The Role:**The Payroll Officer will play a crucial role in ensuring the accurate and timely processing of payroll for all employees. This position is responsible for managing payroll operations, maintaining employee records, and ensuring compliance with relevant laws and regulations. The role sits between the Payroll Administrator and Payroll Manager, providing support and expertise to both positions. |

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| **Key accountabilities:****Payroll Processing*** Run weekly and monthly payrolls, ensuring all information is correct at the point of payment.
* Send agency hours to the agency on the correct timesheets weekly.
* Maintain employee records in TMS and Sage or any applicable system.
* Enter new starters onto payroll and record leavers correctly.
* Ensure all paperwork is scanned onto each employee's file on the shared drive and filed correctly.

**Compliance and Record Keeping*** Update tax codes, payroll deductions, or student loan information from HMRC.
* Ensure RTI is updated each week and E-Submissions are sent to HMRC.
* Print P32s for each company and submit them to the accounts department for payment.
* Maintain badge number and agency badge number spreadsheets.

**Benefits Administration*** Manage pension schemes, including auto-enrolment and company pensions.
* Prepare reports for finance and submit payments to pension providers.
* Calculate and pay SMP, SPP, AOE, DWP, and CSA.

**Reporting and Problem Resolution*** Post payroll journals each week into the ERP system, along with any intercompany journals.
* Produce P45s when an employee leaves.
* Ensure all payroll information and reports are sent to the accounts department.
* Sign off each agency invoice and add hours to the agency cost analysis, coding each invoice to the correct site.
* Update variations and wage increases accurately on both TMS and Sage.
* Address and resolve payroll-related queries and wage corrections.
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| **Experience:*** Several years of experience in payroll processing.
* Profound knowledge of payroll laws, regulations, and compliance.
* Proficiency with payroll software and MS Office applications.
* Exceptional attention to detail and strong organisational skills.
* Effective communication and interpersonal skills.
* Ability to handle sensitive and confidential information with discretion
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*(DE&I Policy Statement)*