

**Job Description – Beauparc**

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| **Job Title** | Payroll Administrator |
| **Reports to**  | Payroll Manager |
| **Location** | Leeds – Geldard Road |

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| **About Us**Beauparc is a leading waste and utilities business ideally positioned to be part of the solution to some of the main environmental problems facing society today: reducing waste, avoiding pollution, and preventing the unnecessary use of finite natural resources. As a Group, Beauparc employs approximately 3200 employees over 44 locations in 6 countries in Europe primarily in the UK and Ireland. Above all, our team is committed and passionate about our vision to ensure that we work together to create a safer environment for our people, planet, and partners |

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| **Key Responsibilities*** Run the weekly & monthly Payroll ensuring all information is correct at the point of payment
* Send the agency hours off to the agency on the correct timesheets on a weekly basis
* Maintain the employee’s records in TMS & in Sage or any applicable system
* New Starters entered on to payroll
* Leavers recorded correctly
* Record holidays and sickness accurately through TMS
* Add new starters to the system ensuring they are assigned to the correct department, site and manager
* Maintain the badge number spreadsheets
* Update any tax codes, payroll deduction or student loan information from HMRC
* Post the payroll journals each week from into the ERP system 200 along with any intercompany journals that need completing
* Produce P45’s when an employee leaves employment
* Ensure RTI is updated each week and E Submissions are sent to HMRC
* Print P32’s for each company and submit to the accounts department so payment can be made
* Ensure all payroll information and reports are sent to the accounts department and HR when required
* Update Variations & Wage increases accurately on both TMS & Sage
* Manage Pension scheme – both auto enrolment and company pensions – setting up on payroll, preparing reports for finance and submitting payments to pension provider.
* Calculating any SSP, SMP, SPP any other Statutory Payments
* Set up, calculate and pay AOE/DWP/CSA Orders
* Dealing with queries and wage corrections
* Assistance with payroll queries in relation to pay, pension or any other payroll related matters
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| **Experience** * Payroll processing knowledge
* Experience using Sage payroll line 50
* Experience TMS time and attendance system
* Intermediate knowledge of excel
* Ability to work as part of a team
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*Beauparc aims to attract and retain a skilled and diverse workforce that best represents the talent available in the communities in which our assets are located and our employees reside.*

*(DE&I Policy Statement)*