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**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 |

*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)*