

# HR & Payroll Administrator



**Role Overview**

Supporting the delivery of accurate and timely HR and payroll administration to support the employee lifecycle. The role ensures that employee data, payroll changes, and HR documentation are maintained to a high standard, while providing a professional and confidential service to employees, managers, and external partners.

## RESPONSIBILITIES

- Process payroll accurately and within deadlines. Adhering to SLA’s and weekly tasks to support the monthly payroll run.
- Assist with monthly HR and Payroll reports to be distributed to relevant stakeholders across the business.
- Support HMRC compliance by administering Tax code and Student Loan notices.
- Check calculations for statutory entitlements such as Sick pay, Parental Leave and Pay in line with company policy and procedure.
- Update pension and health cash plan information in accordance with deadlines set by external providers
- Resolve HR and Payroll queries using the appropriate method of communication with a strong customer service approach. Escalating any queries where required.
- Support onboarding processes including issuing contracts, induction packs, and right-to-work checks.
- Utilise both HR and Payroll systems to enable effective monthly payroll processing.
- Ensure line managers utilise and follow YHG policies and procedures in all HR and Payroll related activities
- Maintaining the electronic filing systems for personnel and payroll files, ensuring all employee records are up to date on the HR/Payroll system.
- Undertake additional duties appropriate to the role and/or grade.

**Our values**

**Honest & Reliable**  
We are authentic, open and dependable; and we do what we say we'll do.

**Caring**  
We show kindness and consideration to our customers and each other.

**Respectful & Fair**  
We listen to people, and strive for equity and inclusivity in all that we do.

## STRENGTHS

- ✓ Strong Customer Service skills
- ✓ Capable of managing high volumes of data and prioritising workload effectively.
- ✓ Demonstrate integrity and resilience
- ✓ Ability to work to tight deadlines, especially during payroll cycles.
- ✓ Positive team player with a 'can-do' attitude
- ✓ Self-motivated, and demonstrates drive and enthusiasm

## BENEFICIAL TO THE ROLE

- ✓ Knowledge of UK employment law or payroll legislation, and data protection standards.
- ✓ Prior experience of working with HR/Payroll systems
- ✓ Access to a vehicle to travel when required
- ✓ Some experience producing spreadsheets, reports, and workforce data.

## ESSENTIAL REQUIREMENTS

- ✓ Maintain strict confidentiality and discretion in relation to sensitive personal information
- ✓ Ability to communicate clearly and effectively both written and verbally
- ✓ Strong ICT skills, be proficient in the use of Microsoft Office.
- ✓ Good attention to detail and accuracy-driven approach.
- ✓ Able to follow instruction, with a willingness to learn new tasks and take responsibility for own development
- ✓ GCSE Maths and English at Grade C/Level 5 or above (or equivalent)