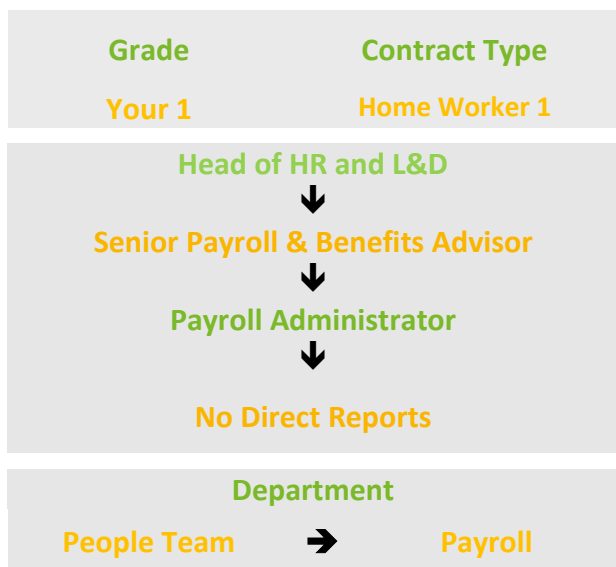


Payroll Administrator



Role Overview

Support the delivery of a timely and accurate end to end customer focussed payroll and benefits service to Your Housing Group.

Ensure employee and payroll data is maintained and processed to a high standard, whilst providing a professional and confidential service.

RESPONSIBILITIES

- Assist with processing of starters and leavers, inclusive of manual calculations
- Assist with processing of payroll changes, such as salary increases and backpay
- Preparation and input of payroll information such as court orders and pension changes
- Support HMRC compliance by administering Tax code and Student Loan notices.
- Assist with the processing of additional payroll items such as overtime
- Liaise with external agencies, companies and individuals to provide and obtain information to resolve payroll related queries relating to Tax, NI and Pensions in a timely manner
- Provide/check manual calculations to assist with the processing of advance payments on salary
- Receive and respond to queries from colleagues in relation to their pay, ensuring a timely response
- Support with any ad-hoc administrative tasks relevant to the payroll service
- Undertake additional duties appropriate to the role and/or the 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.

Through our passion for housing, more people have a safe place to call home

STRENGTHS

- Ability to work to tight deadlines
- Positive and collaborative team player with a 'can-do' attitude
- Strong customer service skills
- Demonstrate integrity and resilience
- Able to maintain accuracy and attention to detail
- Able to work on own initiative when required

ESSENTIAL REQUIREMENTS

- ✓ Knowledge of payroll legislation and data protection standards
- ✓ Previous end to end payroll experience
- ✓ Ability to communicate clearly and effectively, both written and verbally
- ✓ Knowledge of tax, national insurance and statutory payments
- ✓ Able to use Excel to intermediate level
- ✓ GCSE Maths and English at Grade C/Level 5 or above (or equivalent)

BENEFICIAL TO THE ROLE

- Understanding of year end procedures
- Some understanding of pension administration
- Access to a vehicle to travel when required

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