

job description

Job title: Payroll Assistant (part time)

Department: Payroll

Reporting to: Payroll Supervisor

Location: Banbury

Job purpose:

To ensure that the Company's monthly payroll responsibilities are carried out accurately and efficiently.

Key responsibilities:

- Maintaining accurate payroll data and keeping records updated
- Co-ordinating monthly payroll processing
- Completing and submitting statutory payroll information
- Providing accurate and timely reports on activities
- Dealing with queries relating to payroll from employees, finance and the Inland Revenue
- Dealing with P45 and P46 forms for all starters, and ensure Inland Revenue receive their copies promptly. Issue P45's to all leavers
- Administering the P11D preparation
- Ensuring that cheque requests are completed for all cheque payments
- Assisting in the preparation and completion of pension and benefits administration
- Assisting with year end returns
- Managing expense and Barclaycard audits
- Providing cover for the Payroll Supervisor when necessary
- Providing extensive support in the annual pay review and bonus administration process
- Liaising with the Company's Financial Advisors and co-ordinating monthly site visits for employees
- Maintaining confidentiality for employees and the Company
- Be conversant with current legislation on pay related matters
- To carry out any other duties as required within the department

	Essential / Desirable
<p>Knowledge / experience</p> <ul style="list-style-type: none"> • Significant payroll experience processing 300+ monthly paid, multi site employees • Experience with shift allowances and premiums • In-depth level of knowledge of a major payroll software product, such as Sage • Knowledge of P46 and PSA preferred 	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p>
<p>Interpersonal skills</p> <ul style="list-style-type: none"> • Enthusiastic and committed with an accurate, methodical and logical approach • Reliable, conscientious and able to meet tight deadlines • Effective team worker • Flexible attitude in carrying out different types of work • Self-motivated • Excellent communication skills at all levels • Excellent attention to detail 	<p>Essential</p>
<p>Values</p> <p>Must display the following values at all times:</p> <p>Can do Must possess a positive attitude and display the ability to identify alternative solutions to problems</p> <p>Relentless In exceeding customer expectations and continually exceeding goals</p> <p>Rigorous A commitment to achieving the best solutions</p> <p>Creativity Endeavour to find new ways of doing things and learn from past experiences</p>	<p>Essential</p>
<p>Terms and conditions</p> <p>Part time – hours TBC</p> <p>25 days holiday, life assurance two times salary, free fitness assessments and advice from our 'Fit 4 Life team', free financial advice through an independent financial advisor, opportunity to join a group personal pension, childcare vouchers and company discounts eg motorsport merchandise.</p>	