

Job Profile:

Payroll Administrator

Location: Hampton Court Palace

Reports to: Payroll Manager

Responsible for: Direct reports: N/A
Budgetary responsibilities: N/A

Purpose of this role:

To provide a professional service to all staff in the areas of payroll, employee benefits and employee taxes, enabling the organisation to have the highest standards of compliance.

Date: September 2020

Key stakeholders: HRP employees including Line Managers
Human Resources Department
Payroll Manager
HMRC / DWP and other regulatory bodies

System: iTrent (HR & Payroll system)

What you will be doing in your role:

- Processing monthly payroll for 1,300 employees (High volume payroll processing)
- Responsible for processing all starters, leavers, contract changes
- Administration of all benefits, including Pension, Childcare Vouchers, Cycle to Work, Salary Exchange, Salary Finance and Season Ticket Loans)
- Manual Payroll Calculations
- Responsible for calculating SMP, SSP, Company Sick Pay
- Responsible for setting up Rota's
- Processing end of year documents (P60 & PSA)
- Deal effectively and efficiently with employee and line manager enquiries on remuneration and employee benefits
- Deal effectively and efficiently with Her Majesty Revenue & Customs and the Department for Work & Pensions enquires
- Generate monthly reports on payroll expenditure for the Finance Department
- Assist in any other ad-hoc exercises as necessary

- Be the first port of call for employees for their queries
- Ensure compliance of current legislation as well as statutory requirements

Key skills for the role:

- Can work to multiple deadlines in a high-volume payroll department
- Ability to prioritise workloads
- Work under pressure and to strict deadlines
- Attention to detail and accuracy
- Excellent written and oral communication skills
- Good MS Excel skills – ideally V-look Up and Pivot tables
- MS Word, MS Outlook and Teams

Performance Framework qualities and behaviours:

In addition to your main areas of responsibility, the Performance Framework qualities and behaviours that are required from all our people for successful delivery of our Cause and Strategy are summarised below:

Memorable Experiences

Going above and beyond to create personalised experiences that inspire and provoke change

Simplify and Adapt

Cutting through complexity to find simple solutions and encourage agile ways of working

Money Matters

Generating the money to grow our impact and care for our palaces; creating a culture of getting better value and increasing our financial headroom

Fresh Thinking

Demonstrating the courage to push the boundaries, striving to stretch ourselves

In this Together

Working collaboratively across the organisation, investing time in building trusted relationships to create 'one team – one HRP'.

Other requirements

In addition to the above you are also required to have read and comply with the rules/standards contained in HRP's Code of Conduct, including Health and Safety requirements. The Code of Conduct can be found in your Staff Handbook.