

Foster + Partners

Role Definition

Job title: Payroll Administrator
Reporting to: Payroll Manager on a day to basis and ultimately to the Finance Manager and Chief Financial Officer

Responsibilities

- Administration of starter, leavers and transfers between UK and overseas payrolls
- Assist Payroll Manager with UK and Overseas payroll administration
- Preparation of payroll reports
- Process pension contributions
- Calculate maternity, paternity and sick pay in addition to progressing with related administration
- Calculate overtime, unpaid leave and other leave etc
- Administration of salary sacrifice schemes (currently childcare vouchers and Ride2Work scheme)
- HMRC filing including P45, P46 and tax year end
- Respond to employee and external queries
- Delivery and collection of documents
- Provide cover for Payroll Manager during busy periods and absences
- Ad hoc projects as required
- To contribute, or otherwise assist, as required
- Thorough knowledge and compliance with Foster + Partners procedures and standards

Qualities and skills required

- Able to demonstrate the ability to undertake above responsibilities
- Legally able to work in the country in which the position is based
- Payroll qualification or equivalent experience
- Fully conversant with UK payroll legislation, taxation, statutory requirements, pensions and benefits
- Able to demonstrate a high level of numeracy
- Able to demonstrate honesty and discretion
- Methodical and accurate and consistent attention to detail
- Able to manage sensitive and sometimes confidential information
- Excellent written and verbal communication skills – articulate and diplomatic manner
- Able to work under pressure and to tight deadlines
- Excellent organisational skills
- Able to manage and prioritise tasks and time efficiently
- Resilient to cope with conflicting demands
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Self-motivated and able to take responsibility
- Flexible attitude
- Able to build good relationships at all levels, internally and externally
- Due to the nature of the position there will be a requirement to work additional hours as necessary

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a

flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

January 2016