

Role Definition

Job title: Payroll Administrator

Reporting to: Group Payroll Manager on a day-to-day basis and ultimately to the Finance Partner

Responsibilities

- Administration of starter, leavers and transfers between UK and overseas payrolls.
- Assist Payroll Officer and Payroll Specialist with payroll administration.
- Preparation of payroll reports, LLW analysis.
- 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 Cycle2Work scheme).
- HMRC filing including P45, P46 and tax year end.
- Respond to employee and external queries.
- Delivery and collection of documents.
- Provide cover for other members of the payroll team 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.
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.

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.
- At least 2/3 years UK payroll processing experience and willing to study a Level 5 Payroll qualification.
- 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.
- Excellent written and verbal communication skills – articulate and diplomatic manner.
- Excellent organisational skills.
- Able to manage sensitive and sometimes confidential information.
- Self-motivated and able to take responsibility.
- 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.
- Flexible attitude.
- Able to build good relationships at all levels, internally and externally.
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.

- Able to work as part of an effective team assisting and supporting team members.
 - Due to the nature of the position there may 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.