

ROLE DESCRIPTION

Role Title	Payroll Administrator
Accountability Seat	Group Services
Accountable To	Finance Director

Role Purpose

The **Payroll Administrator** role is to ensure that employees are paid accurately and on time while adhering to relevant labour laws and company policies. This involves managing the entire payroll process for both weekly and monthly payrolls, including calculating wages, processing deductions, ensuring tax compliance, and maintaining payroll records.

There will also be a requirement to support the wider finance team especially when there is annual leave or absences but also in between processing the payrolls.

Role Accountabilities

1. Processing Payroll:

- Calculate employee wages, including regular pay, overtime, bonuses, and commissions.
- Process payroll on a regular schedule (both weekly and monthly).
- Ensure timely and accurate distribution of timesheets and payments.

2. Tax Compliance:

- Ensure payroll taxes are correctly calculated and applied.
- Prepare and file necessary tax forms (EPS, WPS, P11ds).
- Stay updated on changing tax laws and regulations to ensure compliance.

3. Deductions and Benefits Administration:

- Process and manage deductions such as employee benefits (health insurance), and other voluntary or involuntary deductions.
- Ensure proper contributions to employee pension plans are made on time.

4. Employee Records Management:

- Maintain accurate and confidential employee payroll records, including pay history, deductions, and hours worked.
- Update employee information.

5. Timekeeping Management:

- Ensure proper tracking of employee work hours, including regular hours, overtime, and paid time off (PTO).
- Work with HR to verify time records and resolve discrepancies.

6. Reporting:

- Generate and distribute payroll reports for internal management, including cost reports, tax reports, and other financial reports as needed.
- Prepare reports for external agencies or tax authorities when required.

7. Address Employee Queries:

- Serve as a point of contact for employees regarding pay-related questions, issues, or discrepancies.
- Resolve payroll discrepancies or concerns and ensure clear communication with employees.

8. Ensure Compliance with Laws and Regulations:

- Stay up to date with labour laws, tax regulations, and payroll compliance guidelines.
- Ensure compliance with wage and hour laws, including overtime and minimum wage requirements.



Role Accountabilities

9. Audit and Reconciliation:

- Perform regular audits of payroll records and ensure payroll is reconciled with accounting records.
- Resolve discrepancies between payroll and accounting data.

10. Year-End Payroll Tasks:

- Assist with year-end tasks, such as preparing annual tax forms (P11ds) for employees and contractors.
- Ensure that all year-end payroll processing is completed accurately and timely.

11. Coordination with Other Departments:

- Work closely with HR to ensure new hires, terminations, or changes in employee status are reflected in payroll.
- Collaborate with finance or accounting teams to ensure proper cost allocation and payroll budget management.

12. Collective Working Agreements Compliance:

- Understand and apply the collective working agreements that Osprey falls under on various projects.
- Be the go-to for any queries relating to these within Osprey.

Other Role Responsibilities

1. Provide support to the finance team as required.
2. To be an active member of the Group Services team and contribute to a co-operative working environment between all business units.

General Responsibilities

1. To support the delivery of Osprey's vision and values as part of your day-to-day work.
2. To comply with Osprey's management systems as required within your area of responsibility.
3. To be responsible for the health, safety and environmental aspects affecting self, employees and activities under your control.
4. Any other duties that the company may reasonably require the individual to undertake.

Osprey's Promise

You will be supported by your line manager through supervision and support, listening, training and development, and the best resources that we are able to provide to help you give *your* best.

Signature		Signature	
Employee Name		Manager's Name	
Date		Date	

