

PERSON SPECIFICATION

This Person Specification should be completed alongside the Role Description (HR-P01-004) when recruiting. It is used to identify and record the necessary experience and skills that will be looked for in candidates before a job advert is created.

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| Role Title | Payroll Administrator |
| Accountability Seat | Finance |
| Accountable To | Finance Director |

| | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> GCSE's or equivalent at Grades A to C/level 4, including English and Maths | <ul style="list-style-type: none"> A professional qualification in payroll or accounting, such as CIPP (Chartered Institute of Payroll Professionals) or AAT (Association of Accounting Technicians) |
| Experience | <ul style="list-style-type: none"> A minimum of 2-3 years of experience in payroll administration, with a proven track record in processing payroll, handling deductions, and managing employee benefits. | <ul style="list-style-type: none"> Experience working with multiple payroll systems Previously set up payroll systems Experience working within a finance team to provide cross functional support to Finance team such as purchase ledger function or bank reconciliations Experience with Sage Intacct |
| Knowledge | <ul style="list-style-type: none"> Experience in handling UK payroll taxes, including PAYE (Pay As You Earn), National Insurance contributions, and student loan deductions. Familiarity with UK employment laws, including statutory pay (Sick Pay, Maternity Leave, etc.), pension contributions (Auto Enrolment), and compliance with HMRC regulations. | <ul style="list-style-type: none"> Knowledge of Employment Contracts & Collective Agreements: Experience with interpreting and applying terms from employee contracts, collective agreements, or unionized workforces in relation to payroll matters. |
| Skills | <ul style="list-style-type: none"> Attention to Detail: Strong attention to detail to ensure accuracy in calculating wages, bonuses, overtime, deductions, and employee benefits. Numerical Proficiency: Excellent mathematical and analytical skills, with the ability to deal with complex payroll calculations. Payroll Software Knowledge: Ability to troubleshoot and resolve issues with payroll systems or employee data. | <ul style="list-style-type: none"> Strong Analytical & Reporting Skills Project Management Advanced Microsoft Excel Skills |



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| | <ul style="list-style-type: none"> • Compliance and Legal Awareness: In-depth knowledge of UK tax laws, National Insurance contributions, statutory pay, and pension schemes. Knowledge of HMRC's Real Time Information (RTI) requirements and processing. • Organisational Skills: Strong organisational skills to manage multiple tasks and meet tight payroll deadlines. Ability to prioritise work, especially during end-of-month or end-of-year payroll periods. • Problem-Solving: Ability to identify discrepancies or issues within payroll data and resolve them efficiently, ensuring employees are paid correctly and on time. • Communication Skills: Clear and effective communication skills, both written and verbal, for interacting with employees, HR, management, and external agencies such as HMRC. Ability to explain complex payroll matters in a simple, understandable way. | |
| Behaviours/Attributes | <ul style="list-style-type: none"> • Confidentiality: Strong sense of confidentiality and discretion in handling sensitive employee information, such as salary details and personal records. • Team Player: Ability to work collaboratively with HR, finance, and other departments to ensure smooth payroll processing and resolve any issues. • Self-Motivated: Ability to work independently, demonstrating initiative, reliability, and accountability. • Adaptability: Willingness to adapt to changing payroll legislation and software systems to maintain compliance with UK laws. | <ul style="list-style-type: none"> • Excellent customer service skills • Ability to guide, train, mentor others on payroll related matters |

Working Conditions

- Full-time position, 37.5 hours per week, with potential for additional hours required during peak payroll periods (e.g., year-end or special pay cycles).
- This role is based in the Portishead office and offers a hybrid working pattern, 3 days per week in the office minimum, after training/probation.

