

JOB ADVERT

A permanent **Payroll Administrator** role, based in **Portishead, North Somerset.**

Your new company

Osprey is a great, British, multi-mode logistics provider. Now in our 30th year, our people find the right approach, the right combination of technical expertise and equipment to achieve the safest most efficient transport and installation of critical infrastructure. We've shaped our business with family values and concentrate on building long-term reliable relationships. We're independent and impactful, delivering the UK's low carbon energy infrastructure.

Meet the Osprey Team



We transport and install the largest structures and critical assets needed to build and renew major infrastructure, from a new 5,000te railway bridge, to the UK's first civil nuclear reactor in a generation. With a maritime vessel-owning heritage, a large domestic SPMT fleet and some of the heaviest lift cranes and installation equipment, we are committed to delivering on our promises, on schedule.

Your new role

The **Payroll Administrator's** 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 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.

Our teams deliver projects like this:



The **Payroll Administrator** is accountable for:

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.

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.



- Business Processes – support with operational, commercial and finance tasks including keeping CRM.

What you'll need to succeed

The successful candidate will have:

Essential criteria:

- GCSE's or equivalent at Grades A to C/level 4, including English and Maths
- 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.
- 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.
- 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.
- 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.
- 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.

Desirable criteria:

- A professional qualification in payroll or accounting, such as CIPP (Chartered Institute of Payroll Professionals) or AAT (Association of Accounting Technicians).
- Experience working with multiple payroll systems.
- Previously set up payroll systems.
- Experience working within a finance team to provide cross-functional support to the Finance team such as purchase ledger function or bank reconciliations.
- Experience with Sage Intacct.



- Knowledge of Employment Contracts & Collective Agreements: Experience with interpreting and applying terms from employee contracts, collective agreements, or unionised workforces in relation to payroll matters.
- A strong Analytical & Reporting skills.
- Project Management.
- Advanced Microsoft Excel ability skills.
- Excellent customer service skills.
- Ability to guide, train, and mentor others on payroll-related matters.

Please note, if you are required to drive company vehicles as part of your role, you must hold a full clean UK driving licence. You must also hold a valid right to work within the UK.

What you'll get in return

A competitive salary, depending on experience, plus excellent benefits. The role offers an opportunity to join an organisation committed to supporting its employees.

In addition to your basic salary, you will receive the following benefits:

- 25 days' annual leave, plus 8 bank holidays
- Enhanced employer pension contributions
- Private medical insurance
- Income protection insurance
- Performance-related pay scheme
- Access to our Employee Assistance Programme
- Support with your career development through our Success Management Process.

Osprey is committed to being an inclusive employer and strives to attract talent who thrive in an inclusive and flexible working environment.

If you have a disability or need any reasonable adjustments during the application and selection stages, please let us know and we will respond in a way that best fits your specific needs.

What you need to do now

If you're interested in this role, please click [here](#) or email an up-to-date copy of your CV to careers@osprey.group.

Closing date

This vacancy will remain open until we have found a suitable candidate.

