JOB DESCRIPTION
Payroll / HR Administrator

Date: March 2021

Work Area: Human Resources

Based at: Machynlleth, Wales

Contract Term: Permanent

Hours per week: 22.5 hours per week (3 days per week)

Responsible to: HR Manager

Responsible for: N/A

Pay Band: Specialist Support – Level 2

Salary £24,074.47 pro rata

Job Purpose: Reporting to the HR Manager this role is responsible for processing both Dulas Limited and Polestar Cooling Limited payroll in a timely and accurate manner and to ensure all employee payroll records are maintained and kept up to date by entering information into central systems for processing. This role is also responsible for supporting the HR Manager with a wide range of Human Resources activities which will include, but are not limited to, recruitment, training & development, absence management, new starter inductions and new starter probation management.

Key Accountabilities:

Payroll duties: -

- To process the Dulas Limited payroll every pay period.
- To process the Polestar Cooling Limited payroll every pay period.
- To maintain payroll processing systems and records by gathering, calculating and inputting accurate data on time.
- To answer staff questions about wages, deductions and time records.
- To record changes in variations to contracts of employment e.g., hours of work, salary changes etc.
- To adheres to payroll policy and procedures and comply with relevant law.
- To process year end payroll for both Dulas Limited and Polestar Cooling Limited.
- To submit monthly Full Payment Submissions to HMRC
- To produce P60's and Plld's annually for employees and distribute.

- To produce wage slips for both Dulas Limited and Polestar Cooling Limited employees and distribute.
- Observe confidentiality of employees' pay records.
- To maintain pension spreadsheet and follow the auto enrolment process.
- To produce holiday and TOiL reports
- To review HMRC bulletin and advise of any change in relation to Payroll procedures.
- To keep the One Stop Shop Payroll spreadsheet up to date with employees' contract status, hours of work, job title, department etc.
- To ensure the effective recording and retention of all payroll information both in electronic and paper format
- To liaise with Finance on payroll and pension matters

Human Resources duties: -

Resourcing and Retention

- To support the HR Manager with the recruitment process in accordance with Dulas policy, employment legislation and the principles of best practice.

Training and Development

- To support the HR Manager with the training and development of employees.

Absence Management

- To support and advise line managers in the active management of absence, ensuring compliance with Dulas policy and procedure.
- To support the HR Manager in the attainment of absence KPIs.
- To ensure that all administration relating to absence, including holidays and unpaid leave, is recorded efficiently, accurately and in a timely manner.

Metric Reporting

- To collect and input HR data for the purpose of reporting as and when required.
- To interpret statistics, including HR performance indicators, providing accompanying narrative for the purpose of HR reporting.

New Starter Induction / Probationary Management

- To support the HR Manager with new employee inductions.
- To support the HR Manager with liaising with Line Managers to ensure that new starter probationary reviews are completed in a timely manner.
- To ensure that all new starters receive a letter after 6 months of successful completion of their probation period and to ensure an Induction and Probation Feedback form is completed and returned.

PERSON SPECIFICATION

Essential Criteria

Skills, experience and qualifications	• A good standard of education (e.g., 5 GCSE's A* to C or equivalent including English and Maths). • Highly numerate. • Experience of working in a HR or similar business administration team. • Experience of administrating a payroll system. • An awareness of employment law essentials, employment contracts and the main employee lifecycle processes.
Team working	• An effective team worker who is also able to work autonomously as well as part of a team. • Evidence of strong interpersonal skills.
Communication – written and verbal	• Excellent written and verbal communication skills. • Good listening skills to capture requirements and characterise issues.
Management – including self-motivation and time management	• Excellent organisation and planning skills. • Excellent attention to detail and high level of accuracy. • Ability to prioritise and to work effectively within time restraints. • Able to self-motivate and effectively manage own time. • Able to effectively balance multiple activities and demands.
IT and Other	• Competent in Microsoft Office, Excel and Outlook. • Competent in Sage 50 Payroll or an equivalent computerised system. • Proven ability to work effectively with numbers, data, detail and processes. • Experience of observing confidentiality and working with confidential information.

Desirable Criteria

Skills, experience qualifications	• CIPD or equivalent HR qualification. • AAT or Part II CIMA/CACA/CA. • Good knowledge of accounting basics and pensions.
Communication – written and verbal	• The ability to communicate verbally in Welsh. • The ability to communicate in written Welsh.
IT & Other	