

Job Profile

Payroll Administrator

Maternity Cover

(Job Ref: PA-NI-J18)

Job Title	Payroll Administrator
Reporting to	Payroll Manager
No. Reports	None
Division	Support Services
Contract Type	Full-time, Fixed term – 18 months
Location	Head Office, Hillsborough
Benefits	Pension Scheme, Private Healthcare Scheme

Job Summary

We are looking to employ a Full time, temporary Payroll Administrator, to join a busy Payroll Department and assist with the day to day processing of the Company payrolls.

Reporting to the Payroll Manager, the position will be key in providing a professional and efficient payroll service to GRAHAM's employees and managers.

The primary responsibility of the Payroll Administrator will be the processing of the Weekly Payroll, including the compiling and entry of weekly timesheets, as well as other Payroll administrative duties and be a key point of contact for employee queries in relation to both.

Job Description

The Payroll Administrator shall:

Weekly Payroll

- Preparing and checking the return of weekly timesheets within the processing schedule.
- Validating all data to be processed to identify inaccuracies.
- Data entry of weekly timesheets onto the payroll system.
- Processing, checking and payment of the weekly payroll.
- Statutory and 3rd Party reporting of the payroll.
- Assist managers and staff with any queries around the weekly payments.
- Salary reconciliation reports on weekly nominal ledger.

General

- General day to day administrative duties within the department.
- Assisting with the processing of the weekly return of expense sheets.
- Filing, stationary orders and basic employee documentation.
- Ensure company and legislative requirements are met in relation to information entering and leaving the department.

This job description is intended to give the post holder an appreciation of the role envisaged for the Payroll Administrator and the range of duties to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.

Person Specification

Technical Competencies

Essential

Attention to detail.
Knowledge of Microsoft office.
Extensive knowledge of Word and Excel.
Demonstrate strong communication skills both written and verbal.
Ability to work to rigid time scales.
Maths and English GCSE minimum grade C or equivalent.

Desirable

Previous payroll experience.
Knowledge of construction payroll legislation.
Knowledge of Republic Payroll legislation.
IPP qualified.

Behavioural Competencies

Effective Communication skills: Able to adapt communication to audience and create detailed written documents and reports. Able to maintain and manage communication links with a variety of stakeholders

Problem Solving: Looks objectively at every side of an idea or situation to ensure that all outcomes are thoroughly assessed before deciding on an appropriate course of action. Can use analytical skills to make decisions, with a strict attention to detail.

Customer Focus: Takes time to question and understand the real, underlying needs of the customer, beyond those initially expressed. Always works closely with customers, developing an independent view of their needs and acting in their long term interest

Influencing: Identifies and builds relationships with those who will be useful now and in the future in achieving strategic business objectives.

Initiative: is able to work alone to get results in an effective way. Understands and seeks to minimise waste in resources and processes. Adopts and encourages others to adopt new ways of working. Ability to work unsupervised.

Team Player: Always willing to be involved in other activities to achieve company objectives. Works collaboratively and uses influence to gain resolution of issues. Demonstrates honesty, loyalty and commitment.

Planning and Prioritising: Plans and prioritises around departmental/team objectives and delegates accordingly. Able to spot opportunities and problems in the medium and long term and develop new approaches

Adaptability: Able to manage change and remain flexible to individual situations. Changes the overall plan, goal or project to fit the situation

Results orientation: Able to focus on setting personal and team objectives. Can evaluate progress and drive resources to attain objectives.

Our commitment

GRAHAM aims to be an employer of choice for people from different backgrounds and to promote respect for the individual and equality of opportunity. We believe that everyone should be treated solely on the basis of personal

merit and contribution throughout their GRAHAM career journey. The diversity of our people, their skills and abilities is the strength that helps us achieve our best.

We will only consider applications from individuals who are eligible to live and work in the UK as per Home Office regulations. Please check your eligibility with the regulations before applying, as we will sponsor a work permit on your behalf. Individuals with a current time restricted right to work in the UK should contact the Human Resources team in the first instance.

Please apply by uploading a comprehensive and targeted CV with your relevant experiences via www.grahamconstructioncareers.co.uk. All applicants must also complete an online monitoring form.

Closing date: 25.01.18

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