



JOB DESCRIPTION

Payroll Administrator

JOB PURPOSE

To maintain payroll and pensions systems for all Aberlour services and departments.

PRINCIPAL ACCOUNTABILITIES

- Responsible for the day-to-day running of the Aberlour payroll system, coding, checking and amendment of staffing returns received from all Aberlour services and departments before processing onto the Trust's financial systems.
- Monthly and year-end payroll calculations, preparation, processing, and reconciliation for timely and accurate payment of staff.
- Ensuring that the information required from the systems is available for timely and accurate reporting of the trusts financial position both periodically and annually.
- Provide advice, guidance and instruction to all staff on the relevant financial processes and policies relating to payroll and pensions.

SCOPE OF PLANNING AND ORGANISATION

The post holder reports to the Payroll Supervisor

The post holder has daily contact with their line manager and will attend and contribute to regular team meetings.

The post holder will plan and organize their work in accordance with strict deadlines. The post holder will identify and report on anomalies in relation to payroll and pension matters.

Work plan is agreed with the line manager and the post holder undertakes routine work as well as ad-hoc tasks as designated by the line manager.

The post holder operates within a range of regulatory requirements including HM Revenue and Customs. Work is undertaken in accordance with the legal and charitable accounting framework.

SCOPE OF JUDGEMENT AND DECISION MAKING

There are both formal and informal meetings and communications with the HR Manager.

The post holder will resolve problems in the first instance but will refer to the Payroll Supervisor as and when required.

The post holder will correctly apply financial accounting policies and procedures and control systems.

RELATIONSHIPS

Internal

- Provide advice and guidance to services and departments on routine matters relating to payroll and pensions.
- Work with HR staff to maintain and update employee data.
- Advise individual employees regarding payroll and associated issues.
- All staff are expected to attend team meetings and keep up to date with changes at service and organisational level. This includes accessing work email accounts, Aberlour intranet sites and supporting our marketing & fundraising initiatives and social media channels to help promote Aberlour

External

- HM Revenue and Customs and other third parties on payroll/pension related issues.

QUALIFICATIONS

Association of Accounting Technician Certificate

Or

Equivalent knowledge acquired by other means (this will not apply where there are externally specified qualifications for the post e.g. SSSC)

EXPERIENCE

- Computerised ledgers and large (600 plus) computerised integrated payroll systems.
- Working to deadlines dealing with a high volume of complex payroll transactions

KNOWLEDGE/SKILLS

- Knowledge and experience of payroll systems and the interaction with finance systems
- Knowledge of pensions
- High level of numeracy
- High level of accuracy
- Good verbal and written communications
- Proficient IT skills with a willingness to adopt and learn new technologies and systems – this includes communication, collaboration, recording and office applications (particularly spreadsheets). Training on specific systems will be provided.
- Ability to work effectively under pressure in order to meet deadlines.
- Ability to work both autonomously and in a team setting.

JOB CHALLENGES

Dealing with people who are not familiar with financial procedures. The post holder has to be able to simplify complex concepts and financial principles.

Ensuring that information is received timely and accurately to meet prescribed deadlines.