

Job Description

Job title:	Payroll Senior
Department:	Payroll
Line Manager:	Payroll Manager
Line management responsibilities:	None

Aims and purpose of the job:

To manage a varied and complex client payroll portfolio ensuring excellent customer care.

To assist the Payroll Manager in the effective delivery of Payroll Team objectives and to promote the operation of the Payroll department.

Duties to include:

1.	To process weekly, monthly and annual payroll and pension schemes, including complex and large payrolls, accurately and to the highest standards, including inputting wages information, producing payslips and reports for employers, uploading pension files and submitting information to HMRC.
2.	To prepare reports and information as required (internal and external).
3.	To be the first point of contact for clients and respond in a timely, clear and concise manner to all payroll enquiries.
4.	To support the manager in ensuring that the Payroll team provide the highest level of customer care and service.
5.	To open and close both payroll and pension schemes with the relevant bodies.
6.	To liaise with third parties such as HMRC and pension providers.
7.	To carry out all work efficiently with a recovery of at least 95%.
8.	To ensure that client data, information and records are secure and updated at all times.
9.	To ensure that you keep yourself and the team informed of technical updates and changes in legislation through reading technical updates and papers.
10.	To assist with training junior members of staff to ensure all work and any relevant documents are prepared accurately and in accordance with relevant legislation.
11.	To ensure there is clear communication with your line manager and other team members on work being carried out.

David Allen

12.	To help your line manager identify ways to improve and develop the department and improve efficiencies.
13.	To plan, manage and prioritise your own workflow, budgets and productivity to ensure targets and deadlines are met.
14.	To provide assistance, support and training where needed to the team on technical issues.

Central duties

15.	To represent the business when required to ensure positive links, relations and networks.
16.	To show a commitment to equality, diversity, and inclusion (EDI).
17.	To undertake personal development necessary to ensure effective performance in the role.
18.	To participate in relevant and appropriate training and development as required.
19.	To demonstrate the David Allen values of ambition, professionalism, knowledge, integrity, and respect in the work you do and during your appointment.

Method of working

The David Allen Group expects all staff to work effectively, both as individuals and as part of a team, delivering high quality services and support to clients and staff. In doing so, the company expects all staff to display all of the core competencies as defined in the performance and development appraisal arrangements and to conduct themselves in a manner which befits their professional status and responsibilities.

Public relations

Considerable importance is attached to the role the business plays in its various communities. It therefore follows that all staff are expected to work to maintain and develop these relationships at every opportunity by positively promoting the work of the business and the role it can play in supporting the aims of its stakeholders.

This job description is a guide to the work the post holder will be required to undertake. In consultation with the post holder, it may be amended from time to time by the line manager to meet changing circumstances or business needs. Specific targets and objectives will be agreed with the post holder and will be reviewed regularly as part of the performance management arrangements.