

Job title:**Payroll Business Partner****Line manager:****Head of Group Payroll****Grade:****3****Direct reports:****0****About the role:**

A challenging and exciting role supporting the delivery of a comprehensive in-house payroll service for 4,300 employees using Access People XD.

Reporting directly to the Head of Group Payroll, you will be responsible for supporting the payroll team in delivering an exceptional service across the business.

This is a hybrid role, primarily based at Pembroke House for 2-3 days per week with a requirement to attend the London HQ for meetings on a monthly basis.

Key Results:

- Leading on the reporting of payroll data for the business. Create, maintain and execute payroll reports using PXD insights and analytics tools. Produce timely, accurate and well presented information in line with internal and external requirements.
- Lead and support on payroll related projects including developing partnerships with the business areas such as PAC team
- Lead on the compliance of NLW/NMW regulations in terms of salary sacrifice for pensions and flexible benefits.
- Manage the administration of the main auto enrolment & SHPS pension schemes in line with colleagues contractual terms and conditions. Upload the monthly new joiners data and submit contribution payments onto third party platforms.
- Payroll lead on all reporting requirements for internal and external audits.
- Lead on the reconciliation of employee benefits, including the annual flexible benefits scheme, P11ds and the submission of the PAYE Settlement Agreement.
- Business partner with Finance team to ensure that all payroll costs are accounted for and reconciled in accordance with company policies and procedures.
- Manage the reconciliation and posting of monthly payroll journals into Sun Finance system circa (£100 million per year).
- Collaborate with Finance Business Partners to ensure payroll costs are being reported in line with the forecast.
- Ensure that all policies and procedures are adhered to so that consistent and standard practice is achieved across the organisation
- Complete compliance reviews for the monthly expenses run and present to Head of Service.
- Operate and maintain internal payroll procedures to ensure compliance and best practice is being utilised.
- Keeping up to date with relevant legislation changes in terms of payroll, pensions and GDPR.
- Provide cover for other team members where necessary.
- Any ad hoc duties or responsibilities as requested by the Head of Group Payroll

Success Metrics:

- Assist in the operation of a high quality monthly payroll service across the Group where colleagues are paid accurately and in line with statutory requirements.
- Ensure all legal requirements and deadlines are met in terms of statutory filing and payments, pension contributions, payslips, P45s and P60s.
- Provision of high quality and timely performance information that supports effective decision making across the Group.
- Ability to collaborate and influence across the business by building strong relationships with key customers, key managers and internal teams
- Lead on the continuous improvement of the monthly payroll service by identifying system improvements and new ways of working i.e. payroll dashboard reporting for budget holders & line managers.

Version Date:**Signed off by:**

About you:

You will have:

- Previous experience of full cycle payroll processing, including in depth knowledge of statutory legislation, financial procedures and data management (GDPR).
- Knowledge of report writing and the ability to create reports using payroll software package.
- Total commitment to delivering excellent customer experience – embodying our values every day in the way you deal with customers and colleagues. You will take ownership of customers' problems and seeks to resolve these
- Strong analytical and problem-solving skills with the ability to manipulate and analyse data.
- Good understanding of payroll accounting and how payroll interfaces with financial systems.
- Knowledge of pension scheme legislation and the operation of auto-enrolment.
- Proven attention to detail and the ability to work on a variety of tasks simultaneously.
- Ability to work under pressure and meet tight deadlines and targets.
- Excellent communication skills both written and verbal.
- Proficient in the use of Microsoft excel – advanced.
- Diploma in Payroll Management (CIPP) or compensatory experience.