

Job Title:	<b>HR &amp; Payroll Administrator</b>
Reporting to	HR Manager

## JOB DESCRIPTION

<b>Background</b>	A new position to support the HR manager and wider business community.
<b>Candidate profile</b>	A graduate trainee, part qualified candidate, qualified by experience. Minimum of two years' experience
<b>Responsibilities</b>	To support the HR manager and wider company in the provision of first class timely information, financial analyses and interpretation.
<b>Job Description</b>	<p><b>Primary / Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ethical audits</li> <li>• Lead centres of excellence in employee relations</li> <li>• Payroll administration <ul style="list-style-type: none"> <li>- Weekly/monthly payroll</li> <li>- Employee queries</li> <li>- Pensions: uploads, declarations &amp; queries</li> <li>- Child support agency (CSA) queries</li> <li>- Childcare vouchers</li> <li>- Minimum wage</li> <li>- Attachment of earnings i.e. court summons, HMRC, CSA</li> <li>- ADP point of contact</li> </ul> </li> <li>• Employee liaison</li> <li>• Holiday forms administration</li> <li>• Visa requests - family members</li> <li>• Employee visa renewals</li> <li>• Employee file maintenance (archiving)</li> <li>• Sickness maintenance</li> <li>• National Statistic Office forms</li> <li>• Company newsletter</li> <li>• General ad hoc requests i.e. flexible working, cycle scheme etc</li> </ul>
<b>Experience/ Skills Required</b>	<ul style="list-style-type: none"> <li>• Strong MS office skills, particularly Excel Word i.e. writing letters and note taking.</li> <li>• Minimum of two years' experience in a HR function</li> <li>• <b><i>Attitude, willingness and motivation</i></b> to succeed.</li> </ul>
<b>Salary range</b>	£ Competitive Salary, dependent upon experience.