

## Payroll Clerk

We're looking for a Payroll Clerk to join our established team, the function of the role is to make sure that all of our staff receive their weekly or monthly payment on time and understand their payments thoroughly. We'll rely on our payroll clerk to check incoming wage instructions as well as any deductions or attachment of earnings orders required to comply with current legislation.

### **Responsibilities**

- Verify payroll instructions received consult with originator over any discrepancies or missing documentation
- Record payroll data in our software system and verify all amounts prior to payment
- Alter employee tax status as needed as well as any information about deductions
- Change employee banking records when necessary to process payments accurately
- Record employee complaints, questions and concerns about payroll services and communicate those issues to Payroll Manager
- Maintain compliant policies and procedures for processing payroll checks
- Collect, compile and enter payroll data using appropriate software
- Review and verify source documents
- Calculate and post payroll deductions
- Process payroll by established deadlines
- Issue statements of earnings and deductions
- Reconcile employee deductions
- Investigate and correct payroll discrepancies and errors
- Update payroll records by recording changes including pensions, deductions, loan payments, salary increases
- Process new employees, terminations, transfers and promotions
- Prepare and print payroll reports of earnings, hours worked, taxes, pensions, leave
- Address employee's pay-related concerns and provide accurate payroll information
- Complete requests for pay-related documents including statements and verifications
- Develop, manage and maintain comprehensive payroll records

- Ensure compliance with all current legal requirements and regulations.

## **Requirements**

### Essential

- Minimum of 5 GCSE's or Equivalent qualifications to include Maths and English
- Ability to process basic functions and formulas in Microsoft Excel
- Strong attention to detail required
- Solid data entry skills
- Strong numerical skills
- Excellent communication skills - verbal and written
- Excellent planning and organising skills
- Experience of information collection, analysis and management
- Excellent problem solving skills
- Commitment to Confidentiality
- Excellent team-working skills
- General Office Skills

### Desirable

- Experience of payroll processing
- Good working knowledge of relevant software (Sage 50)
- Previous customer service experience