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| **Job Title**  | *Payroll Coordinator* |
| **Location**  | *Bolton Office* |
| **Reports to**  | *Payroll Supervisor* |
| **Accountable to** | *Head of Payroll* |

**JOB PURPOSE**

To work with an established payroll team, processing payrolls for 3 companies within the Outcomes First Group consisting of approximately 5500 employees. You will be expected to work closely with both the HR and Finance teams, to ensure that all payroll information is accurately reflected in the management accounts.

**KEY TASK AREAS & RESPONSIBILITIES**

* Responsible for the accurate and timely processing of all payroll related payments to all employees across the Outcomes First Group on a monthly basis from start to finish
* Manage monthly deductions. To ensure all relevant pay related deductions are made, including tax, National Insurance contributions, attachment of earnings, Pension and any other authorised deductions as advised, in accordance with any applicable regulations
* Calculate New Starters and Leavers, processing P45’s
* Process monthly and annual bonus
* Process reports for all companies to enable the Finance Managers to authorise the payments.
* Prepare and submit all auto enrolment and pension contributions are accurately sent to the relevant pension companies
* Submitting the year end for each company, submitting these to the HMRC, producing P60’s for all employees
* Completing year end procedures to HMRC, adhering to strict guidelines and timescales
* Produce the monthly reports from payroll to submit the HMRC monthly RTI submissions and Monthly HMRC payments by the 19th of the following month
* Process and pay all staff expenses on a weekly/monthly basis
* Pay all attachment of earnings and childcare deductions to the individual companies
* Deal with all employees queries in a professional manner, providing 1st line advice to staff and managers in relation to all pay relating questions
* Knowledge of Apprenticeship Levy legislations
* Process P11d’s for all employees and submitting data and payment to the HMRC

**STANDARD RESPONSIBILITIES**

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within OFG Group are expected to be familiar with and adhere to.

* Participates in an annual performance review programme
* Works, at all times, in accordance with the policies and procedures of the OFG Group and statutory regulations applicable to the Group.
* Observes, at all times, strict rules of confidentiality appropriate to the post.
* To comply at all times with the requirements of Health and Safety Regulations to ensure their own wellbeing and that of their colleagues.
* OFG Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.
* Other duties within the scope, spirit and purpose of the job, as needed by the department or requested by management

**KEY TASK AREAS & RESPONSIBILITIES**

* Demonstratable experience administering and improving payroll processes
* Previous experience on Access HR & payroll would be an advantage but not essential
* Have a clear understanding of all HMRC and Auto Enrolment legislations
* Accuracy and attention to detail
* Good knowledge of Microsoft Word & Excel
* Work well under pressure and be able to meet strict deadlines
* As well as excellent technical skills and knowledge you will be a confident individual who is ready to ‘hit the ground running’ with our established team