

ROLE PROFILE

Job Title: Payroll Team Leader		Date role profile reviewed: 08/09/14	Grade / Level: N/A
Reports to:		Department / Business Area: Finance	
Role Purpose: Professional Payroll Team Leader accountable for effectively managing the payroll process to ensure the correct payment of Gold Medal Travel Group’s payroll through accurate and timely preparation of monthly input file.			
ACCOUNTABILITIES			
Key Result Areas (+%)	Key Tasks		Performance Indicators/metrics
Profit 60% of time	<ul style="list-style-type: none"> ➤ Responsible for the correct payment of monthly salaries ➤ Provides accurate and timely payroll analysis ➤ Collates information from a number of sources to complete all monthly timesheets ➤ Develops strong links of communication with the relevant personnel in the call centre to ensure accurate capture of commission payments ➤ Works with HR to ensure effective recording of all absence types and the relevant payment is implemented ➤ Responsible for overseeing the accurate recording of Starters and Leavers to capture their payment requirements and action accordingly ➤ Production of monthly payroll analysis of Actual and FTE Heads of Management. ➤ Ensure accurate administration of the Pension Scheme, Maternity payments, PAYE, NIC and Bupa ➤ Ensures that Attachments of Earnings Orders are paid promptly to the relevant authorities. ➤ Responsible for general and adhoc queries and the processing of various enquiries. ➤ Production of End of Year documents with the appropriate information supplied to the Revenue within the time limits imposed by them. ➤ Production P11ds and supporting information for submission to the Revenue within the time limits imposed by them ➤ Works with HR to improve business processes through a constant review of better ways of working ➤ Strives to eliminate duplicative and paper driven processes by effective use of the in-house HR and payroll systems 		<ul style="list-style-type: none"> ➤ Accurate payroll submitted, minimum errors or complaints ➤ Directors and Managers furnished with accurate financial information ➤ Accurate and timely completion of monthly timesheets using information from commission, overtime, sickness. ➤ Commission paid accurately and absence recorded ➤ All new starters and leavers are documented correctly. ➤ Amendment to Particulars are kept up to date before Payroll is calculated. ➤ No overpayments arise. ➤ Analysis available to correct personnel ➤ Pension payments are made on time and the spreadsheet is kept up to date. ➤ Statutory Maternity Payments are processed and records kept up to date. ➤ PAYE and NIC are forwarded to the Revenue on time ➤ Bupa scheme is kept up to date. ➤ Attachments of Earnings orders paid on time ➤ Mortgage application enquiries processed accurately.

		<ul style="list-style-type: none"> ➤ DWP/HMRC enquiries are processed ➤ Solicitor pay enquiries processed accurately ➤ End of year documents supplied on time. ➤ P11D's submitted on time
<p>Operational 20% of time</p>	<p>Administration of :</p> <ul style="list-style-type: none"> ➤ HMRC Payment and reconciliations ➤ BUPA Online – ➤ CTAOE , AEO and CSA Deductions ➤ SCOTTISH WIDOWS ➤ SAGE 50 PAYROLL - All processes to take into account changes to Hours/Salary/Dept changes/bank account, completing a payroll cycle through to period update. ➤ ACCESS DATABASE ➤ CHILDCARE PROVISIONS ➤ LOVE 2 REWARD 	<ul style="list-style-type: none"> ➤ PAYE and NIC paid over to HMRC to ensure no fines arise for late payment ➤ Updating Scheme on a regular basis ➤ Ensuring Attachments of earnings orders are paid promptly to the relevant authorities. ➤ Processing of CSA and court enquiries ➤ Ensuring reconciliations submitted to IFS and adjustments to the master file to ensure the validity of information is correct. ➤ Ensuring that Employees are paid correctly and that no overpayments on salary arise ➤ Ensuring that the database is kept up to date with salary/Dept/ changes, together with updating new starters and leavers. These reports are then used as source data for a number of reports. ➤ Ensuring monthly reconciling of Childcare voucher scheme and deductions from Salary are correct and information submitted to the scheme to verify the payments ➤ Monthly reconciling of voucher scheme and deductions from Salary are correct and payment to the company are on time.

Communication 20% of time	<ul style="list-style-type: none"> ➤ Communicates well at all levels and shows respect to customers and colleagues alike ➤ Builds and maintains effective and collaborative working relationships with HR and Resource and planning as key stakeholders to the role 	<ul style="list-style-type: none"> ➤ When required ensure management are notified of any major impacting issues. ➤ Shares new information with colleagues to improve the overall team knowledge and standards
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PERSON SPECIFICATION

CAPABILITIES PROFILE – leadership, management or personal skills/knowledge, qualities

Essential:

- Attention to detail
- Excellent communication and negotiation skills
- Self-motivated
- Numerate
- Positive can do attitude

Desirable:

- Reliable self-starter
- Works as part of a team and supports colleagues to achieve team goals
- Drives own development
- Meets or exceeds personal objectives

CAPABILITIES PROFILE – technical skills/knowledge

Essential:

- Experience of running and producing large payrolls of over 500 employees.
- Experience of using Sage 50 payroll.
- Excellent knowledge of Microsoft Excel and other Microsoft products essential.

Desirable:

- Working knowledge of the travel industry desirable but not essential

EXPERIENCE & TRACK RECORD

Essential:

- Experience of working in a large diverse team

Desirable:

- Proven track record in working towards continuous improvement

QUALIFICATIONS, TRAINING, PROFESSIONAL MEMBERSHIPS or ACCREDITATIONS

Essential:

- Professional payroll qualification

Desirable:

ORGANISATIONAL INFORMATION

Direct reports: No direct reports

Interfaces with: Every department within Gold Medal Travel Group plc

Resources, Scale and Scope of Role, Location and any Travel factors:

Based in Preston may require some travel but very infrequently

Employee: _____

Date: _____

Manager: _____

Date: _____