

**JOB
VACANCY**

PAYROLL ADMINISTRATOR (TEMPORARY)

Description:

Coventry Sports Trust are seeking to appoint a Payroll Administrator on a 6 month contract starting as soon as possible.

The successful candidate will be based primarily at Xcel Leisure Centre within a busy finance department.

The role involves the collation of all payroll input data from timesheets, input of the data into the bureau citrix system, checking of all output reports to ensure all employees are paid correctly and timeously, and dealing with any employee payroll related issues.

Duties will also include calculation of pension deductions on two pension schemes and the input of the same online. The position will liaise closely with the HR department as regards starters and leavers to ensure the payroll database is current at all times.

It is essential that applicants have a minimum of 2 years recent previous current payroll experience, a good working knowledge of government payroll legislation and a sound understanding of pension funds.

Department:

Finance

Hours:

37

Salary:

Competitive

Closing Date:

Thursday 31st January 2019,
5:00pm.

Interview Date:

The applicant needs to be available for interview on **Friday 1st February** in the afternoon.

For more information about the role and an application form, please visit our website to download an application form at www.coventrysports.co.uk

Coventry Sports Trust is an equal opportunities employer.
An Enhanced DBS Check may be required for the successful candidate.



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 twitter.com/CovSportsTrust



 www.coventrysports.co.uk



Job Description

Job Title:	Payroll Administrator
Reporting to:	Finance Manager
Responsible for:	No direct reports.

Responsibilities for all employees

- To undertake your duties to the best of your ability and fully comply with all of the Company's general standards and those relating to your specific role.
- To support the Company's commitment to providing a safe environment for children and young people, ensuring awareness of the Company's Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
- To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
- To interact positively with customers adopting a friendly and professional approach at all times.
- To comply with the General Data Protection Regulations when dealing with, maintaining, sharing and storing information.
- To carry out tasks at a range of sites that are either operated or managed by the Company or where services are delivered by the Company.
- To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the company. To generally help promote the work and public image of the company, always maintaining high standards of customer service and personal appearance.
- To undertake other duties and provide short-term cover where necessary, as specified by Management, which are appropriate to your qualifications, experience and general level of your position.

Overall purpose and objective of the role:

The capture and input of all payroll information into the ESOS (bureau) system; Checking and correction of all output reports; liaison with Centre Managers to ensure all staff paid correctly and on time; Resolution of all staff payroll related queries.

Main duties of the role:

1. Production, collation, checking and input of all timesheets into the ESOS citrix system.
2. Detailed checking and correction of all output reports.
3. Liaison with staff and managers re any payroll related queries.
4. Calculation of salary for starters and leavers.
5. Ensuring all documentation properly completed and handed to HR..
6. Calculation of SMP, STP and SSP.
7. Ensure payroll BACS payment made on time.
8. Recording of absence.
9. Ensuring all employees are correctly enrolled onto NEST pension, or opt out..
10. Calculation of pension deductions.
11. Input NEST pension online.
12. Input WMPF pension on Xcel and upload to portal.
13. Assist in budgetary process as regards payroll budget.
14. Liaison with auditors at year end on payroll issues..
15. Calculate annual leave entitlement for all employees.
16. Ensure casual leave is calculated correctly and accrued.

This job description is neither exhaustive nor exclusive and may be reviewed and updated depending upon operational requirements and staffing levels.

Date: January 2019

Person Specification

Essential	Desirable
Personal attributes	
<ul style="list-style-type: none"> • Ability to work under pressure, multi task and meet stringent deadlines. • Attention to detail. • Pleasant personality. • Ability to integrate into a busy office environment. 	
Knowledge and Experience	
<ul style="list-style-type: none"> • Sound understanding of payroll legislation. • Previous recent experience in a similar role. • Good communication skills. • Knowledge of HMRC requirements including RTI. • Pension fund knowledge. • Familiarity with submission of statutory returns. • Online banking. • Reconciliation of payroll Balance Sheet accounts. 	<ul style="list-style-type: none"> • Pension auto enrolment. • Change management • Previous experience with payroll bureaus.
Special skills	
<ul style="list-style-type: none"> • Good Excel and Word skills. 	
General intelligence	
<ul style="list-style-type: none"> • Computer literate 	
Qualifications	
<ul style="list-style-type: none"> • QBE accepted. 	<ul style="list-style-type: none"> • Payroll related qualification
Circumstances	
<ul style="list-style-type: none"> • Ability to travel between sites during the working day. • Ability to work extra hours at peak times as needed 	