**JOB DESCRIPTION – PAYROLL MANAGER**

Job Title: Payroll Manager

Job Holder:

Location:

Reports To:

Significant Relationships:

**OVERALL OBJECTIVE OF ROLE**

* Pays employees and compiles payroll information by managing payroll preparation; completing reports; maintaining records.

**KEY TASKS AND RESPONSIBILITIES**

* Run the payroll department or team responsible for paying wages correctly and on time.
* Supervising and training the payroll team.
* Creating payroll policies and procedures.
* Advising on tax and pay laws.
* Managing computer software and systems.
* Analysing and reporting on financial data.
* Checking and auditing payroll to make sure regulations are met.
* Calculating and issuing pay by cash, cheque or electronic transfer.
* Deducting tax and national insurance payments.
* Processing holiday, sick and maternity pay and expenses.
* Calculating overtime, shift payments and pay increases.

**KEY COMPETENCIES**

**Personal Qualities**

* Educated to degree level and may also be required to hold relevant HR qualifications associated with payroll
* Have a detailed knowledge of PAYE and regulations.
* Excellent team player as well as a good communicator.
* Work well under pressure and meet tight deadlines as well as be able to manage your own time effectively.
* Experience and understanding of payroll related compliance.
* Strong analytical skills are required and the ability to be able to problem solve.
* Proficient in Microsoft Office and any other industry standard payroll software.
* The ability to lead and motivate a team.
* Good mathematical and IT skills.
* Good spoken and written communication skills.
* An organised approach.
* Logical thinking and problem-solving ability.
* A high level of accuracy and attention to detail.
* The ability to manage your time and meet deadlines.
* Honesty.
* Respect for confidential information.

Signed on behalf Date

of the Company

I have received a copy of this job description, read it, understood it and agreed to it.

Signed Date

Print Name