

Job Description

Job title	Payroll Assistant	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

Describe the overall purpose of the job in two or three sentences.

To facilitate the accurate processing of the EMCOR payrolls in conjunction with the incumbent payroll service provider. Working in accordance with statutory and employer obligations.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

Process Focus - Adhering to agreed legislative, company, customer, trade body and departmental standards

- Processing EMCOR's payrolls as quickly and as accurately as possible.
- A hands-on role, involved with payroll processing, to ensure payments are made to employees accurately and on time
- Maximising personal knowledge of all payroll systems, IT systems and payroll legislation to ensure optimum use of all available resources
- Ability to organise personal workload to meet departmental deadlines
- Actively participating in Team Meetings, undertaking follow up actions as required.

Control Focus – facilitating audits, security and business continuity

- Providing sample data for all internal and external audits and answering queries raised by auditors.
- Working with employee data in a secure manner and in accordance with the Data Protection Act.
- Providing payroll data to third parties only where the Company is legally obliged or legally able to do so, to maintain confidentiality and integrity of all payroll data.
- Modifying processes and procedures to enable the department to undertake business continuity/disaster recovery procedures
- Finance focus - Contributing to the profitability of the organisation through the control of costs/resources
- Optimising personal productivity to ensure that the payroll team meets its Payroll Service level targets
- Working diligently to avoid errors on the payrolls and working with HR and site administrators to minimise all types of mistakes on the payroll. This will help reduce and ideally avoid overpayments, re-work, special runs and faster payments

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- Requesting BACS re-calls, manual re-calculations, special runs and faster payments, as required, to minimise the financial impact of errors on employees and Company Profit and Loss accounts.
- Considering the impact that payroll transactions have on the general ledger when making adjustments on the payroll.
- Ensuring that requests made to the payroll service provider are subsequently actioned on the payroll.
- Requesting re-calculations of payslips where necessary to determine overpayment values. Recording overpayments in the overpayment log. Working with HR to provide breakdowns of overpayments to assist with debt recovery from staff and former employees.
- Taking on and covering the work of colleagues who are on holiday, off sick or vacant posts to reduce the need to employ temporary staff.

Customer focus - Delivering quality customer service by understanding the customer's needs, processes and priorities.

- Providing assistance to site contacts and employees, when requested, to provide an effective payroll service to EMCOR's sites.
- Liaising with the HR SS team to optimise the flow of payroll data both into and out of the payroll department.
- Answering employee queries, to ensure that employees are informed about their payments and deductions.
- Running reports and interface files on a regular and/or ad-hoc basis
- Liaising with HMRC, Courts and other third party contacts to ensure that employee records etc. are updated in a timely manner.
- Assisting with training site contacts
- People focus - Ensuring a positive and consistent approach when interacting with others
- Working with other payroll team members to achieve an effective team environment that can respond to change
- Willingness to participate as a full team member of which he/she is not necessarily a leader.
- Effectively contributing to the team, even when the team is working on something that is of no direct personal interest.
- Behaving in a courteous and professional manner when interacting with fellow team members and the Head of Payroll. Providing assistance to colleagues and sites when requested to do so.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Payroll Administration Experience
- Good basic knowledge of current payroll legislation
- Must be PC Literate (Excel – basic level, Word – basic)
- Working in a team environment
- Experience of working on a large / high volume payroll e.g. 400 weekly employees

Desirable:

- Knowledge of ADP's Freedom payroll software
- IPPM Foundation in Payroll Administration (or willing to study)
- Knowledge of Qtac payslip checking software
- Private Medical insurance experience an advantage
- Experience of running the payroll process "end to end"
- Pension Scheme administration experience
- Experience of using JD Edwards (accounting software)

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	

Job Description

Date	
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FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	