

IRIS Job Specification – Client Payroll Executive

Job title	Client Payroll Executive
Reporting to	Client Payroll Team Leader
Subordinates	None
Stockton/Leeds/ Hyde/ Remote	
1. Role specification	
Job summary	To manage a portfolio of clients, processing Payrolls of varying frequencies. The responsibility covers the payroll process from start to finish, building schedules with your client to arrange receipt of data/reports, processing the payrun information, providing the client with required reports to check and reconcile their Payroll, arranging payment, including creation of BACS files, closing the payrun for each period, and producing payslips.
Main responsibilities	<ul style="list-style-type: none"> • All aspects of processing payroll on computerized payroll systems (e.g. data entry - manual and import, creating BACS files, creating RTI FPS files, producing output reports, payslips, P45s and pension files, yearend processing and P11Ds) • Provide the correct level of service in line with individual customer agreement and ensure department SLA's are achieved partly by creating annual schedules and maintaining client procedures and front sheets • Supporting team leader and other colleagues • Be up to date with HMRC current legislation • Resolving client/3rd party queries in line with set procedures including resolution of issues or escalation to manager if necessary • General administration • Reconciliation • Any other duties as may from time to time be reasonably required
Key relationships	<p>Bureau customers</p> <p>Team Leader - First point of contact for Payroll Manager, general support of your day to day role, escalation of client queries where required.</p> <p>Operations Manager - Escalation of queries, general support in absence of Team Leader, procedures, issues.</p> <p>Implementation Manager - Training, support, handover of payrolls once parallel runs are complete and the client has gone live.</p> <p>Account Management (where applicable)- When clients require additional Services, request meetings/reviews, any issues with the client should be notified to the Account Manager, general feedback both good and bad.</p> <p>Other key relationships may include:</p> <ul style="list-style-type: none"> • Accounts for outside payroll payments

	<ul style="list-style-type: none"> • Support desks for software support issues • Other IRIS internal customers
2. Person specification	
Qualifications	CIPP Diploma, Bureau Experience running client payrolls, knowledge of current legislation including RTI, Pension reform is desirable
Skills / Experience	<p>Attention to detail and the ability to work to tight deadlines are essential.</p> <ul style="list-style-type: none"> • Payroll Experience - Bureau or In-house • MS Office • Word • Excel • Payroll Software
Competencies	<p>Excellent high level of customer service and good teamworking skills are key. In addition to:</p> <ul style="list-style-type: none"> • Client & customer focus • Continuous improvement mindset • Performance focus • Innovation • Expert knowledge • Technical professional expertise • Confidence & Communication • Managing Self
Date	
<p>This job description needs to be considered in the context of a developing and evolving service and therefore the duties described here will need to be adapted to meet the needs of a changing organisation.</p>	