

Payroll Advisor

Reports to HR Shared Services Manager

Overview

The Payroll Advisor has accountability for all aspects of Alliance Homes' payroll, benefits and pension processes.

The role is responsible for planning, coordinating and actioning the monthly and yearly end to end inhouse payroll and pension process across the group, including ensuring we are compliant within the law and best practices.

The role will administer all HR processes and communication for colleagues relating to their life cycle, for example probation, change of hours, and leavers. This includes reviewing the best use of the HR systems aligned with these processes.

Working within a Shared Service Team and alongside HR Business Partners and Advisors this role will work collaboratively to deliver an efficient, effective, and customer focused transactional service to the whole organisation.

Key responsibilities

- Responsible for delivering an effective inhouse payroll process each month to ensure that colleagues are paid correctly and on time.
- Manage the end of month and year end payroll / pension processes. This includes processing BACS payments, P60's, benefits, and reporting key information to HMRC and stakeholders.
- Calculating pay, processing taxes/deductions, resolving discrepancies and determining the company's responsibilities and liabilities within payroll.
- Provide advice to the business on HMRC / Pension guidelines and regulations, and ensure payroll and pensions are processed in line with the legislations.
- Administer all HR processes and communications during a colleagues' lifecycle. Ensuring all payroll and colleague records are accurate and kept up to date, action related changes and resolve queries.
- Managing the relationship with external pension stakeholders and partners ensuring the services we commission are value for money

Key Skills and Knowledge

- Proven experience of managing end-to-end monthly and yearly inhouse payroll processes*
- Experience of administering HR processes linked to colleague's lifecycle*
- Experience providing advice and best practice on current legislation, taxation and regulations as they effect payroll, pensions, benefits, and rewards
- Experience of pensions administration (DC)
- Has or is working towards a professional HR or payroll qualification equivalent to CIPP Level 3, or equivalent experience*
- Strong integrity and personal values, including providing a friendly, supporting and solution focused service

- **Understanding of the importance of confidentiality and how GDPR works in an HR environment**
- **Excellent attention to detail***
- **High level IT literacy including strong excel and database skills**
- **Good analytical and negotiation skills**
- **Able to make, and be accountable for, sound, evidence-based judgements**

Your manager will agree specific objectives with you, and your performance against those objectives will be reviewed on a regular basis.

Signature:

Date: