
Title: Job Description

Payroll Administrator

JV Organisation:

Department: Human Resources

Manager: Head of Human Resources

Key Skills and qualifications

Minimum 2 years professional payroll experience.

Capable of manual payroll calculations.

Strong analytical and communication skills.

Strong numerical skills.

Ability to prioritise workload

Ability to adapt and respond to changing priorities.

Commercial awareness.

Ability to work autonomously.

Integrity and trust.

Show initiative.

Maintain discretion.

Knowledge of the Rail, Infrastructure, Construction industry and familiar with local matters would be highly advantageous.

Key responsibilities

Responsible for the processing and administration tasks of the Payroll function.

Manage the set-up and ongoing administration of employees in:

- the pension scheme
- the life insurance scheme.
- the private medical insurance scheme.

Ensuring compliance with statutory requirements and Company policies.

Pre/ post-payment payroll reporting.

Manage bonuses and allowances.

Establish relationships with social agencies.