

Hargreaves Lansdown, Role Profile and Person Specification

Role Profile

Job Title: Payroll Manager	Hours of Work: 37.5 hours per week (9am-5.30pm)
Salary: up to £32,000	Location: Bristol Harbourside, BS1 5HL

Summary:

The payroll manager's role is to interpret and action changes to ensure the accurate, prompt and efficient preparation and payment of monthly salaries in line with current, national, local and statutory guidelines.

This position is one of sole responsibility with the key duties and responsibilities set out below.

You will be responsible for informing the accounts department of any bonus payments and salary increases that occur each month before the payroll is processed.

You may be required to assist the HR team with routine administration tasks when payroll work is quieter.

Key Duties & Responsibilities

- To ensure the prompt and accurate calculation of all employee, Director and non-Executive Director salaries and allowances within agreed timetables, whilst maintaining complete and accurate records of and to support, those payments
- To meet all statutory requirements efficiently and accurately
- To ensure that confidentiality and Data Protection are adhered to at all times
- To communicate and explain, clearly and effectively, any payroll related queries with managers, staff and other departments, including tax and national insurance
- To ensure prompt and accurate completion of all returns to the HMRC, Department of Social Security and HL's GPP provider
- To liaise with other finance staff to ensure the timely and accurate production of annual financial statements, monthly reports and other returns
- To inform Hargreaves Lansdown and relevant benefits providers of employee personal changes
- To reconcile monthly internal accounts and annual end of year reports to the HMRC
- To ensure that P11Ds are processed in line with HMRC regulations and timescales, liaise with the HMRC in connection with the PSA agreement
- To administer the company's benefits (Group Life, PHI, Sharesave, SIP) including communication to employees, management of renewals etc.

Person Specification:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • C grade or above at GCSE English and Maths (or equivalent) 	<ul style="list-style-type: none"> • IPPM Diploma in payroll management (or equivalent)
Knowledge	<ul style="list-style-type: none"> • Considerable knowledge of payroll administration, including HMRC and legal requirements • Knowledge of General Personal Pension Plans • Good Computer literacy , including excellent knowledge of MS Office 	<ul style="list-style-type: none"> • Knowledge of "in-house" payroll systems, preferably Sage
Experience	<ul style="list-style-type: none"> • Proven payroll experience, including supervisory responsibility 	
Skills	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills, both written and oral • Good numeracy skills to carry out complex calculations both computerised and manual • Ability to plan, organise and prioritise effectively • Good analytical and investigatory skills to resolve payroll and pensions queries 	

Attributes	<ul style="list-style-type: none">• Ability to work to strict deadlines in a demanding and pressurised environment• Confident in dealing with confrontation situations, in person and on the telephone• Ability to work using initiative and make decisions• Be able to approach others in a tactful manner, react well under pressure, treat others with respect and consideration regardless of their status or position• Confidence to accept responsibly for own actions and seek increased responsibility	
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Written by: Payroll Manager

Agreed by: Head of Tax and Legal / Company Secretary

September 2014