

## JOB DESCRIPTION

<b>Job title</b>	Senior Payroll Specialist
<b>Location</b>	Milton, Cambridge
<b>Department</b>	Payroll
<b>Line manager job title</b>	Senior Manager

### Overview

This role is crucial in delivering an efficient payroll bureau service to all clients. You will manage a portfolio of clients, ensuring the prompt and accurate processing of wages and salaries in line with established procedures and practices. Additionally, you will ensure that all statutory, audit, reconciliation, and checking procedures are meticulously followed.

### Key Accountabilities

- Highly competent in processing and checking payrolls for multiple clients
- Effective time management and prioritisation of work to ensure client delivery
- High level of payroll knowledge and awareness of information and resources available
- Strong understanding of manual payroll calculations
- Managing payroll bureau queries and apprenticeship levy checks
- Overseeing the flow of processing, checking and queries
- Awareness of opportunities to cross-sell other PEM services to clients
- Provide mentoring to colleagues, especially Payroll Trainees
- Work effectively as part of the wider team, ensuring client delivery is exemplary.

### Person Specification

- Proven experience in a payroll bureau environment (circa 3+ years)
- Recognised Payroll qualification
- Proficiency in payroll software
- Analytical and problem-solving skills, with the ability to interpret data
- A high level of communication and interpersonal skills
- Detail-oriented, highly organised and able to manage multiple priorities effectively
- Ability to work collaboratively with cross-functional teams and adapt to a rapidly changing environment
- Proactive with a continuous drive for better service delivery and efficiency.