

## Job description

<b>Job title</b>	Payroll Administrator
<b>Directorate</b>	Finance
<b>Career Level</b>	Level 5
<b>Responsible to</b>	Finance Manager
<b>Base/location</b>	Porton Down
<b>Hours/sessions per week</b>	37.5 hours
<b>Job type</b>	Permanent

### INTRODUCTION

Porton Biopharma Ltd, Porton Down has approximately 350 staff, performing a range of production, quality and development roles within pharmaceutical production, process and analytical development, quality control and quality assurance. The Company carries out the manufacture of Erwinase<sup>®</sup> and Anthrax Vaccine as well as contract manufacturing projects.

Porton Biopharma Ltd has recently in-sourced responsibility for payroll services and moved provision of payroll services from Public Health England to an external third-party payroll bureau. The position of Payroll Administrator is a newly created role following the migration of the payroll.

### JOB SUMMARY

The role of Payroll Administrator is to administer the payroll for approximately 350 staff. The Payroll Administrator will be responsible for ensuring the smooth running of a timely and accurate monthly payroll for the employees of Porton Biopharma Ltd. The role will entail updating the payroll data for all monthly changes to the payroll i.e. leavers, starters, overtime, SSP/SMP etc. and checking the payroll file once it has been returned from the payroll provider to ensure that the data is correct prior to payment of the monthly salaries. In addition, the role will also comprise assisting the Finance team with transactional accounting, accounts payable, control accounts, reconciliations, analyses and general accounting duties.

### Communication and key working relationships

#### Internal

- Finance Manager
- HR department

- Employees
- Finance Department
- Administration and other company departments as required

### External

- Payroll bureau
- Pension providers
- HMRC

## **MAIN DUTIES AND RESPONSIBILITIES**

- Inputting updates to the monthly payroll e.g.:
  - Starters
  - Leavers
  - Overtime
  - Shift Allowances
  - Unpaid leave
  - SSP/SMP
  - Pension deductions
  - Nursery and other miscellaneous deductions
  - Tax code changes
- Checking payroll file prior to payment of monthly salaries
- Liaising with staff to resolve payroll queries
- Management of payroll inbox
- Ensuring correct payments are made to HMRC, pensions etc
- Liaising closely with the payroll bureau
- Month end payroll processes
- General Ledger transactional activities, e.g. account analyses
- Accounts payable processing
- Control accounts and reconciliations
- General accounting duties
- Ad-hoc duties as required

### **Other**

The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by the directorate.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

### **Professional development**

You should pursue a programme of continuous professional development in accordance with any relevant professional registration or statutory requirements, while maintaining appropriate awareness of service provider requirements.

## Person specification

Description	Essential	Desirable	Assessment
<b>Eligibility</b>			
Current, valid Right to Work in the UK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
<b>Qualification</b>			
6 GCSE's. including Maths & English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/C
AAT Qualification (Full or part)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A/C
<b>Knowledge and experience</b> Experience as defined by type/level (not length)			
Payroll experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A
Excel – Intermediate/Advanced	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/T
General accounting experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Accounting experience to trial balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A/I
<b>Skills and capabilities</b>			
Ability to work to strict deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Team player	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I
Good communication both written and verbal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I
Computing/MS office capabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I/ T
<b>Equality and diversity</b>			
An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, but also in relation to management systems	✓		I
<b>*Assessment will take place with reference to the following information</b>			
<b>A = Application form      I = Interview      C = Certificate      T = Test</b>			

Job description agreed with the post holder:

Employee signature: ..... Date:.....

Print name:.....

Manager's signature:..... Date:.....

Print name:.....