

# Role Profile

<b>Job title:</b>	Payroll Manager	<b>Level:</b>	4.1
<b>Function:</b>	People	<b>Type of role:</b>	Permanent
<b>Reporting to:</b>	Head of Payroll	<b>Location:</b>	Flexible

## About the Role:

The role of the Payroll Manager is to manage payroll end to end process and to support and provide expertise. You'll work to ensure our payroll expenses and taxes are paid correctly and on time, ensuring our payroll procedures are compliant, efficient and current.

## Key Responsibilities:

- Supports in the management and development of the payroll team
- Manages payroll workload to meet operational requirements
- Ensures payroll is processed in an accurate, compliant and timely manner
- Directs the preparation of payroll related documents
- Administers benefit plans
- Oversees compliance with statutory reporting and filing requirements
- Compiles data from payroll sources
- Prepares relevant weekly, monthly, quarterly and supports on year-end reports
- Monitors the accurate processing of staff appointments, transfers, promotions and terminations
- Prepares and review payroll account reconciliations
- Maintains accurate account balances
- Reviews and improves payroll policies and procedures
- Oversees the maintenance of current employee data systems
- Ensures all payroll information and records are maintained in accordance with statutory requirements
- Supports all internal and external audits related to payroll
- Processes payroll checks for executive team
- Interprets new legislation impacting payroll
- Resolves issues relating to payroll production
- Completion of gross to net payroll calculations in support of debt recovery
- Completion of National Statistics Surveys
- Management of payroll project activity

## Experience, Knowledge, Capabilities and Qualifications

Experience	Capabilities (skills/behaviours)
<ul style="list-style-type: none"> <li>• Proficiency in relevant payroll and accounting software</li> <li>• Solid financial acumen</li> <li>• Experience in payroll administration</li> <li>• Strong leadership/ management experience</li> </ul>	<ul style="list-style-type: none"> <li>• Passion for people</li> <li>• Proactive attitude</li> <li>• Strong written communication skills</li> <li>• Attention to detail and accuracy</li> <li>• Able to prioritise your workload effectively and work well as part of a team</li> </ul>

	<ul style="list-style-type: none"> <li>• analytical and methodical</li> <li>• Planning and organising</li> <li>• Scheduling and monitoring</li> <li>• Strong communication skills</li> <li>• Problem analysis and problem-solving skills</li> <li>• Delegation</li> <li>• 'Engage and enable' leadership</li> </ul>
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Knowledge	Qualifications
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<ul style="list-style-type: none"> <li>• Deep knowledge of payroll regulations</li> <li>• Knowledge of accounting principles and practices</li> <li>• In-depth knowledge and experience of payroll calculation and processing</li> <li>• Knowledge of applicable legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Certified Payroll Professional qualification</li> <li>• Bachelor's degree or equivalent experience</li> </ul>
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### Other information

<ul style="list-style-type: none"> <li>• Requirement for travel/cross-business visibility/smarter working</li> <li>• Emotional intelligence and resilience</li> <li>• Integrity</li> <li>• Flexibility</li> <li>• Ambiguity tolerance</li> <li>• Ability to work at pace</li> <li>• Growth mindset</li> <li>• Continuous improvement mindset</li> <li>• Learning agility and curiosity</li> <li>• Commercial acumen</li> <li>• Tenacity and drive</li> </ul>
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### Leadership Behaviours

## Inspire

### Creates an inspiring vision

- Creates an inspiring vision that provides the challenge and direction to the team, inspiring others to follow
- Rewards behaviour that builds confidence, optimism and hope in the present and the future
- Communicates vision, operational direction in a consistent way, setting an example with their own actions

### Provides appropriate direction, guidance and support

- Encourages others to capitalise on challenge, recognise opportunity
- Research, sharing and coaching to support high performance
- Provides a range of support according to the capability and confidence of others
- Adapts management change consistently, addressing constant change

### Empowers others to achieve results

- Empowers others and encourages them to develop new capability
- Recognises and rewards initiative
- Encourages capability and innovation through the challenge and support of others
- Supports others through behaviour change, role modelling for new patterns

## Respect

### Creates a climate of trust

- Builds relationships with colleagues and customers through open and respectful communication
- Builds an inclusive culture by encouraging everyone to share their opinions
- Avoids judging or blaming anyone that differs from their own, or acts in their own name
- Considers how by modelling their actions to their words

### Treats people as individuals

- Shows respect to everyone and recognises their unique skills and talent
- Treats people with honesty and integrity
- Treats people fairly and equitably
- Supports people and their career development

### Makes difficult decisions fairly

- Takes, addresses and justifies decisions aligned to core values, principles and laws
- Applies consistent ethical principles and standards, provides a rationale for these
- Facilitates ethical conversations to create development, understanding, and the well-being of others

## Achieve

### Sets clear accountability

- Makes performance visible by setting challenging performance improvement goals aligned to business strategy
- Measures performance and drives continuous improvement
- Practices what they say and sets the most effective in delivering the strategy
- Explicitly holds others to supporting our customers

### Makes people to account

- Sets clear expectations of achieving in goals and goals, involving everyone in setting and their own role will be defined
- Provides coaching and development to ensure people have the capability they need to be successful
- Encourages and enables continuous learning from both customer and provider
- Requests regular performance and feedback and provides feedback early

### Gives honest and respectful feedback in an open-to-all way

- Provides quality, in the moment feedback to customer service
- Sets a clear development feedback to improve performance and capability
- Treats unhelpful behaviour with respect and dignity
- Supports and enables positive behaviour change in others in a timely manner

## Communicate

### Communicates with simplicity and clarity

- Makes communication strategies clear, the organisation is an enabler of healthy teams
- Strives to be the quality voice of key messages, with content, audience and simple, practical communication
- Tailors message communication by breaking it down into clear, simple messages for colleagues and customers

### Seeks and listens to others views

- Actively seeks the perspectives of colleagues and customers
- Promotes safe systems and encourages communication to enable understanding
- Can walk a mile in others shoes to see the world as they see it
- Takes account of others opinions, and beyond the obvious or understood others' values and behaviour

### Influences others to achieve positive outcomes

- Develops mutually beneficial solutions, working in partnership across the organisation and with customers
- Builds connections to work with others to create the opportunity by working with a range of stakeholders, colleagues and customers
- Builds trust and working relations to support initiatives and new thinking
- Negotiates internal and external parties to get things done

## LIMITING BEHAVIOURS

- Is negative and disrespectful about the future
- Only sees a narrow view of leadership
- Not fully held in the ability of others to be successful

- Is insensitive to the thoughts and feelings of others
- Misconstrued based on negatively influence decision-making
- Struggles to make and communicate difficult decisions

- Doesn't set clear objectives to measure performance
- Fails to make performance visible and doesn't track performance
- Avoids giving constructive feedback to improve performance

- Uses all type of communication that doesn't provide added
- Claims shared opportunities for others to meet their needs
- Ignores relations in others without getting to work