

# Payroll & Expenses Administrator

## Job Description

### Purpose Summary

You are responsible for providing a payroll and expense management service to the company, including the processing, payment and accounting of all elements of fixed and variable payments to employees and the payment of expenses in line with company policy. You'll work at a meticulously high standard and will be obsessive about the detail and its accuracy.

The key areas of responsibility for the Payroll & Expenses include:

- Payroll
- Expenses
- Finance Administration

### Skills, Experience and Qualifications

#### Essential Skills

- Proven experience of payroll for UK and Ireland
- Knowledge and experience of PAYE rules and employment law relating to statutory pay etc
- Payroll qualified would be advantageous.
- Experience of working with corporate payroll systems
- Proficient in the use of MS Office applications including Advanced knowledge of Excel to analyse and manage data

#### Competencies

- You'll have a high level of accuracy and obsessive attention to detail.
- You will have excellent planning and organisational skills to successfully plan and co-ordinate a high number of activities, with excellent time management, prioritisation, resilience and the ability to remain calm and objective under pressure and also meet deadlines.
- You will be inquisitive, with a problem solving mind with the ability to synthesise information, analyse problems and recommend solutions
- You will want to be part of something special and contribute to the success of the team.
- You will be articulate, with excellent communication skills and the ability to work well with others

- High standard of professionalism, ensuring that Causeway and the brand is represented well
- You'll be confident and able to work alongside strong personalities
- The ability to research and review supporting documentation
- You will have a proven track record and reputation for integrity, confidentiality, accountability and results

## Principal Responsibilities

### Payroll

- Manage the payroll process and check the monthly changes, ensuring that all fixed and variable elements have been entered accurately by the People team.
- Work with the People team to obtain the necessary information and documentation.
- Advise the People team on PAYE and NI payments and other queries to ensure accuracy of processing.
- Check and process the payrolls for UK, Ireland and India in accordance with pay dates and timescales.
- Responsible for processing of P45's, P60's, P11D's, statutory payments, loans or deductions, salary sacrifice payments, tax code changes, student loans, pensions, childcare vouchers etc ensuring accuracy and efficiency at all times.
- Advise the Finance Manager and People team on any relevant tax or legislative changes and the impact of taxable and non-taxable benefits.
- Check and reconcile payroll reports from the bureau, approve the draft and final payroll and approve the final BACS payment for all employees.
- Responsible for the identification of any overpayments or shortfall, and implementation procedure to correct any errors.
- Reconcile monthly pension deductions and ensure contributions are paid over to pension providers in a timely manner
- Be the point of contact for all staff members for any queries relating to payroll

### Expenses

- Manage the expense reimbursement process, check claims and ensure company policy is enforced and maintained.
- Make expense payments to employees for approved expenses, ensuring that timely payment are made.
- Follow up with managers on any errors in claims to ensure correct submissions.

- Maintain good communication with employees and managers for the resolution of queries or problems.

## **Finance Administration**

- Ensure that all processes are documented and stored centrally.
- Support the Finance Manager with projects as part of business objectives.
- Provide information and analysis as required
- Identify opportunities to improve processes to maximise efficiency and accuracy and reduce risk.
- Carry out analysis and reporting as required to support the requirements of the team.
- Understand internal IT systems and work with internal resources to improve efficiency, usage and reporting.

## **Company Values**

- Ensure the company values are reflected in your own work and behaviour  
Be Curious   Own It   Work Together   Be Proud   Wow Everyone

Such other duties as the management may from time to time reasonably require.