

Job Description

Job Title: Trainee HR & Payroll Administrator

Reports to: HR & Payroll Manager / Senior HR & Payroll Administrator

Job Purpose

Maintenance of personnel HR and payroll systems. To ensure payrolls are processed accurately with timeliness and security in accordance with the client Service Level Agreement.

To assist in providing an efficient HR and Payroll service to clients of CESG and where appropriate the CESG Group.

Key accountabilities

- Ensure that you remain aware of the relevance and importance of your activities and how they contribute to the achievement of the Company quality objectives.
- Data inputting and reconciliation of payrolls.
- Liaise with Clients.
- Liaise with employees.
- Liaise with relevant UK or other authorities.
- Ensure payroll year –ends are processed accurately and on time.
- Assist with all telephone enquires in an efficient manner.
- Administrative duties including keeping all filing up to date for complete records.
- Maintain accurate and confidential records.
- Continually update and improve work instructions/procedures.
- Produce and process all relevant employment documents.
- Ensure that contracts of Employment and **all** other letters relating to employment are sent to employees within agreed timeframes, as per the client Service Level Agreements.
- Monitor and record as appropriate the return of signed documents, contracts.
- Liaise with clients and /or accounts department to ensure timely receipt of funds and payment of payroll liabilities.
- Produce and upload BACS to ensure payments are sent on time for all salary payments/liabilities.
- Check bank accounts for funds received/ returned /other, taking appropriate action as required.
- Compliance with and contribution to the continuous improvement of procedures and work instructions.

Personal Criteria (Qualifications skills and knowledge)

- Ability to deal with enquiries.
- Good telephone manner.
- Methodical approach of Work.
- Willingness to learn, manage and operate computerised payroll and benefits systems
- Willingness to learn and gain knowledge of UK tax and NI
- Organisation and time management skills e.g. prioritise own workload.
- Ability and commitment to investigate and follow through with an issue until it is resolved, with support and guidance.
- Attention to detail and accurate data entry
- Basic knowledge of Microsoft Word, Excel, Outlook
- Good communication and interpersonal skills.
- Team player.
- Ability to work on own initiative.
- Keenness to develop and maintain a high level of customer service.

Employee

HR & Payroll Services Manager

Date

Date