



# Job Description



1. JOB INFORMATION	
<b>JOB TITLE</b>	Payroll Clerk
<b>DURATION</b>	Permanent
<b>BAND</b>	
<b>DEPARTMENT</b>	Pilgrims Shared Services, Payroll Team
<b>REPORTS TO</b>	Payroll Team Leader
<b>LOCATION</b>	Rushmere

2. JOB PURPOSE	
<p>This role is as a member of Pilgrim’s shared Services centralised Payroll team, reporting to the Payroll Team Leader and has specific responsibility for processing of Weekly or Fortnightly or 4-Weekly or Monthly paid employees.</p> <p>The role will consist of ensuring accurate and timely processing of wage payments to our factory based operatives across multiple sites (<a href="#">Republic of Ireland</a>, <a href="#">Northern Ireland</a> &amp; <a href="#">Great Britain</a>). To review and process all available wage data, including worked hours, additional payments, statutory payments, <a href="#">tax code changes</a>, pension changes etc</p> <p>Role also entails accurate review and reporting of related payroll information i.e. management reporting, month end holiday information, worked hours breakdowns etc <a href="#">as requested/required by the TL role</a>. Liaising closely with relevant linked depts (HR, Accounts) to ensure accurate transfer of information.</p> <p>Maintaining SOX compliance is a major factor within this role.</p>	

3. RESPONSIBILITIES	
<b>3.1 FINANCIAL</b>	No budgetary responsibility
<b>3.2 STAFF</b>	N/a
<b>3.3 ORGANISATIONAL STRUCTURE / REPORTING LINE</b>	
<pre> graph TD     A[Mastedata &amp; Payroll Senior Manager] --&gt; B[Payroll Manager]     B --&gt; C[Payroll Team Leader]     C --&gt; D[Payroll Clerk]           </pre>	



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## 4. DUTIES/ RESPONSIBILITIES

- Gain a full working understanding of the organisation's payroll procedures and other integrated business processes
- Build strong relations with key stakeholders and their teams to facilitate delivery of accurate payments
- Payment Processing
  - Liaising closely with HR, Administrators and other authorised colleagues to ensure accurate Time and Attendance data for payment purposes
  - Processing of Time & Attendance data and subsequent uploading of same into relevant site payrolls, ensuring all associated data is validated and balanced, including investigation and resolution of discrepancies
  - Statutory Payments - SSP, SMP, SPP, SAP etc
  - Additional manually calculated payment processes i.e. Acting Up, First Aid, Bonuses, Adjustments, Vouchers etc
  - Planning and allocating Statutory payment periods including associated premiums
  - Investigation and resolution of employee payment queries [received via helpdesk ticketing system](#)
  - Investigation and validation of final Nett Pay values including trends & fluctuations between payruns
  - Calculate and raise manual emergency payments outside of the payrun where necessary [and ensuring this is legalised through the payroll system](#)
  - Processing of all employee Payroll documents: -Payslips, P45, P60,-etc
  - Creation and processing of Weekly BACS files
  - Processing payments for outside agencies i.e. AEOs, health plans, union contributions etc
  - Pension processing (auto-enrolment, onboarding, deferrals, payments, opt-out and cancellations)
  - HMRC [and ROI ROS](#) reporting – RTI, FPS
  - Implementing/updating Attachment of Earnings orders and other payroll deductions [as necessary](#)
  - Adherence to required processing timescales and associated payroll deadlines
- Data Integrity
  - Maintain accurate payroll master data, including effective communication with HR [and Rewards and Benefits](#) depts to ensure data validation between all relevant systems
  - PAYE and National Insurance calculation validation
- Reporting
  - Compliance with SOX Audit requirements for related payroll controls, ensuring best practice business control models are maintained
  - Collate and review reports – weekly overtime, employee figures by payroll, cost Director & Complex
  - Weekly payroll reporting
  - [Provision of extracted data to external stakeholders \(including adherence to GDPR\)](#)
  - Identifying potential opportunities for process improvements

## 5. MEASURABLE OUTPUTS



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- Accuracy and timeliness of payments
- Timeliness of query resolution and resolving of tickets
- Adherence to all deadlines
- Quality of reports
- Sox Audit compliance reports
- Integrity of employee payroll records

## 6. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential	Desirable
<ul style="list-style-type: none"> <li>• Knowledge &amp; previous experience of a payroll environment</li> <li>• Thorough and meticulous with extreme attention to detail</li> <li>• Self-disciplined to follow documented instructions</li> <li>• Data entry skills and experience</li> <li>• Experience using Microsoft Office packages</li> <li>• Ability to identify and escalate issues</li> <li>• Excellent communication skills responding to queries from both internal and external stakeholders</li> <li>• Good interpersonal skills within a team</li> <li>• Experience maintaining data with a high level of data accuracy</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with SAP/Zellis/Payrite payroll software packages</li> <li>• Experience working with Time &amp; Attendance software packages</li> <li>• Advanced Excel experience i.e. complex calculations</li> <li>• Previous experience in a SOX compliance environment</li> </ul>

	DATE
<b>JOB HOLDER</b>	
<b>MANAGER</b>	
<b>HUMAN RESOURCES MANAGER</b>	

Date;

I agree to the above terms;

Signed Employee;

Date;



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