

# Job title: Payroll Administrator Apprentice

Line manager: Senior Payroll Officer

Grade: Apprentice

## About the role:

In this role, you'll gain hands on experience of working in a busy in-house payroll team responsible for paying 4,500 colleagues on a monthly basis.

Working under the guidance of the Payroll Officers, you will play a vital role in helping ensure colleagues are paid accurately and on time, while learning about statutory regulations, payroll systems and company processes.

This apprenticeship provides a pathway to develop the knowledge and skills required to become a qualified payroll professional, through a combination of practical work experience and formal study.

### As part of your apprenticeship, you will:

- Dedicate at least 20% of your working hours to training or studying by attending training sessions, workshops, and meetings to gain essential knowledge in the field.
- Participate in off and on-the-job training to apply your learning in real-world scenarios, enhancing your practical skills and understanding of business analysis.
- Complete assignments, assessments, and coursework to fulfil the programmes requirements.
- Engage in 1:1 sessions and performance reviews, providing valuable insights for personal growth and skill development.
- Receive mentoring and support from experienced professionals, offering guidance to help you succeed.
- Complete a final end point assessment to demonstrate your knowledge, skills, and competence at the end of your apprenticeship.

## Key Results:

- Assist with the start to finish processing of the monthly timesheets and expense claims.
- Print, collate and check paper claims for authorisation and errors before inputting them into the payroll system.
- Verify the claims have been accurately processed by checking them against the colleague's payslips ready for payment.
- Help compare the claims processed against the previous month's payroll, querying any missing claims or large variances with managers.
- Assist with checking the online expenses claims and receipts.
- Help calculate holiday pay claims for colleagues that are on bank/zero-hour contracts.
- Look after the Group Payroll mailbox and telephone line on a daily basis, ensuring that all emails and calls are dealt with in a timely and professional manner.
- Work under the guidance of the Payroll Officers to assist with checking the trial payroll runs, highlighting any corrections that need to be made.
- Assist with running monthly reports from the payroll system.
- Print and post paper payslips and P45s.

## Success Metrics:

- Timely and accurate processing of overtime and expense claims for the monthly payrolls.
- Ensure payroll queries are dealt with in a professional manner and in line with internal timescales.

## About you:

You will have:

Version Date:

Signed off by:

- A proactive attitude with an interest in learning about payroll.
- Good numerical skills and attention to detail in your work.
- Ability to work as part of a team and complete tasks in a timely manner.
- An understanding of the importance of maintaining confidentiality at all times.
- Good communication skills and a willingness to help others.