

Job Description

Job Title:	Payroll and Data Manager
Reporting to:	People and OD Shared Services Manager
Department:	People Team
Direct Reports:	Payroll and Data Assistant
Budget:	None
JD date reviewed:	January 2025
Job Level:	13
Job Family:	How we operate

Job Purpose

To provide comprehensive payroll and data service, ensuring accurate, compliant, and efficient payroll processing within Eastlight, contributing to employee satisfaction and organisational success.

Responsible for monthly payroll, benefits, pensions, statutory payments/deductions, and the management of outsourced pension and benefit providers and other statutory bodies.

Key Strategic Responsibilities

- You will develop a clear understanding of Eastlight's corporate strategy, services to its residents, its people and financial environment, underpinned by its values.
- You will lead Eastlight to achieve its goals by providing accurate and timely advice, payroll data and analysis and guidance, and support in line with organisational requirements, payroll best practice and UK employment and pay legislation.
- You will support and work collaboratively with other members of the People Team to provide a timely and accurate Payroll and benefits service to Eastlight.
- You will lead in the development of robust systems, using appropriate technology, to capture relevant people data to inform People Team colleagues and the wider organisation on payroll and pensions.

Key Functional Responsibilities

- To lead and manage payroll to ensure that our people are paid accurately and on time through the HR/payroll system and work collaboratively with the People Team
- To finalise and reconcile the monthly payroll and BACS reconciliations and deal with any follow-up queries and actions as requested. Compiling and reviewing monthly payroll reports and taking appropriate action.
- Ensuring the calculation of all salary deductions is made accurately and that payments to

the appropriate authorities are made on a timely basis, whilst maintaining best practice methods

- Manage all pension schemes for Eastlight including monthly returns, leavers, retirements, and global changes.
- Maintenance of Auto Enrolment as per the legislation.
- Lead on year-end processing includes producing P60s and P11Ds.
- Calculation and processing of the employees' pay through the entire employee lifecycle such as Occupational Sick Pay, SSP, OMP SMP, SPP, on costs, and final salary payments for leavers.
- Liaising with HMRC, Pension Administrators, and others on queries relating to all Eastlight colleagues.
- Manage and deal with routine pay and pension queries.
- Manage adhoc investigations and reports and identify opportunities for improving HR processes through automation, system enhancements, or more efficient workflows.
- Manage and process the Childcare Voucher Scheme and internal childcare benefits.
- To maintain up-to-date knowledge of UK payroll and pensions as well as the relevant legislation and best practice by attending industry seminars and reporting back to the business
- To create and maintain any Payroll-related policies and procedures.
- To produce accurate data and reports on payroll performance, pay metrics and key performance indicators as required, including reporting on the gender pay gap.
- To collate, monitor and analyse payroll and pensions metrics to support the work of the People Team and the wider organisation.
- Provide support across the People Team where required.

Person Specification

Education and qualifications	<ul style="list-style-type: none">• GCSE Level C or above in English language and Mathematics (or equivalent)
Experience	<ul style="list-style-type: none">• Proven experience of managing and administering a full range of payroll services, including pensions and benefits.• Proven experience of providing accurate and timely advice to managers and staff on pay and pensions that is pragmatic and legally compliant.• Proven experience of running a payroll service to a medium or large organisation (400+ staff.)• Proven experience of using HR/Payroll IT systems and databases, collating and monitoring data, analysing and assisting in the generation and presentation of reports.

Knowledge and Skills	<p>Up to date knowledge of:</p> <ul style="list-style-type: none"> • UK PAYE legislation • Equality, diversity and inclusion and practical application in the workplace • Payroll best practice • Knowledge of Payroll systems and data bases, including data collation for payroll • Knowledge of all HR operational processes and the interdependencies with payroll and benefits administration <p>Demonstrable skills:</p> <ul style="list-style-type: none"> • Able to build and maintain strong working relationships • Able to maintain confidentiality and act with pragmatism, discretion, and diplomacy • Excellent organisational and administrative skills • Effective communicator • Analytical and able to problem solve • Able to work independently and as part of a team • Excellent attention to detail • Able to multi-task, prioritise and work accurately to deadlines • Competent in the use of Payroll systems/databases • Expert to Intermediate level in Excel and Word
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