

PAYROLL ADMINISTRATOR

Playful Entertainment Ltd

Job Description

Overview

The Payroll Administrator works with the Accounts Department by processing the weekly payrolls for all the theatrical productions produced or general managed by the company and by providing accounting and administrative assistance as required.

Reports to

Head of Finance

Duties

Under the supervision of the Production Accountant, tasks including but not limited to:

- Processing and reconciliation of weekly payroll across all the company's productions
- Maintain payroll processing system and records by gathering, calculating, and inputting data
- Identify, investigate, and resolve discrepancies in timesheet and payroll records
- Determine organisation's tax obligations by calculating national and council taxes as well as National Insurance contributions and other associated payroll deductions such as season ticket loans, childcare vouchers etc
- Employee starter and leaver procedures including manual calculations
- Performs the distribution of wages through issuance of paper checks or direct transfers to employees' bank accounts
- Implementation of tax codes, student loans and SMP payments
- Calculation of overtime payments
- Liaison with HMRC
- Completion of all month-end tasks including the production of reports, payment and reconciliations of third party deductions
- Handle any changes in exemptions, job status, and job titles
- Completes payroll reports for record-keeping purposes or managerial review
- Answer any questions from Production Coordinators and Company Managers about wages, deductions, attendance, and time records
- Communication of relevant information to the Directors, Senior Production Controller, Production Coordinators and Company Managers
- Adhere to payroll policies and procedures and comply with relevant law
- Honour confidentiality of employees' pay records
- Any other tasks reasonably required to assist the Head of Finance, Directors or other members of staff in their everyday duties
- Supervise other accounts department employees as needed

Covering and Deputising

Provide holiday and out of office cover for other members of the Accounts Department as required

Annual Holiday

4 weeks per year pro rata

Working Hours

Normally 10am to 6pm 3 days a week

Person SpecificationEssential Attributes

- Excellent time management skills with the ability to work on a very varied and heavy workload and to juggle competing priorities
- Excellent mathematical skills, accounting, record-keeping and bookkeeping skills,
- Experience of Sage Line 50 and / or Quick Books
- Basic understanding of tax procedures
- Excellent written, numeracy and verbal communication skills
- Familiarity with benefits and other wage deductions
- Tact, diplomacy and discretion
- Eye for detail and accuracy
- A willingness to work as part of a team and cover other roles as necessary and also capable of Working with Minimal Supervision
- Superior Computer and typing Skills as well being competent with spreadsheets Data Entry
- Ability to Work on a Deadline

Desirable Attributes

- Previous experience in similar position
- An interest in theatre