

**PAYROLL CO-ORDINATOR**  
**Playful General Management Ltd**  
Job Description

**Overview**

The Payroll Co-ordinator 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 and Administration

**Duties**

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

- Processing and reconciliation of the weekly payrolls for all the company's productions
- Maintaining payroll processing system and records by gathering, calculating, and inputting data and posting the payroll journal
- Identifying, investigating, and resolving discrepancies in timesheet and payroll records
- Determining organisations' 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
- Administering the auto enrolment and ongoing maintenance of the pension schemes
- Employee starter and leaver procedures including manual calculations
- Distributing wages through 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 reconciliation of third party deductions
- Handling any changes in exemptions, job status, and job titles
- Completing payroll reports for record-keeping purposes or managerial review
- Answering any questions from Production Co-ordinators and Company Managers about wages, deductions, attendance, and time records
- Communication of relevant information to the Directors, General Managers, Production Co-ordinators and Company Managers
- Adhering to payroll policies and procedures and complying with relevant law
- Honouring confidentiality of employees' pay records
- Supervising other Accounts Department employees as needed
- Any other tasks reasonably required to assist the Head of Finance and Administration, Directors or other members of staff in their everyday duties

## **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 Specification**

### Essential 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
- 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
- Excellent computer and typing skills and competence with spreadsheets
- Data entry
- Ability to work to deadlines

### Desirable Attributes

- Previous experience in similar position
- Experience of Sage Line 50 and / or Quick Books
- An interest in theatre

### Covid-19

You acknowledge that you will be required to adhere at all times to the company's COVID-19 protocols. These may include quarantining under the UK Government's Test to Release programme, mandatory, supervised Covid-19 testing, the requirement to wear a face-mask and the requirement to accept and evidence a Covid-19 vaccination when offered it by the NHS. The company's protocols will incorporate the local COVID-19 protocols of any premises in which you are required to work. You acknowledge that this is a dynamic situation and protocols may change. The Producer will use reasonable endeavours to support you and keep you acquainted with all applicable health and safety protocols. Lack of compliance may be construed as a disciplinary offence.