

Praxis Care Job Description

Position, Title & Grade:	Payroll Specialist
Location:	Central Office, Belfast
Reporting to:	Payroll Manager
Function/Department:	Finance Department

Job Purpose/Summary:

To ensure the accurate and timely processing of payroll, maintaining compliance with statutory requirements and organisational policies.

The Payroll Specialist is responsible for payroll administration, employee pay records, deductions, benefits processing, and providing payroll-related advice and support to employees and management.

Key Accountabilities:

- Process monthly payroll accurately and within deadlines
- Verify timekeeping records and resolve discrepancies
- Receive approval from upper management for payments when necessary
- Prepare and distribute payroll reports and statements
- Respond to employee inquiries regarding payroll matters
- Calculate salaries, overtime, shift payments, allowances, bonuses, sick pay, maternity/paternity pay and other earnings
- Prepare reports for upper management, finance department and auditors
- Maintain compliance with HMRC legislation, pension regulations and employment law.
- Issue 3rd party payments
- Process payroll deductions including pension contributions, tax, National Insurance, attachment orders and salary sacrifice
- Support payroll audits and provide information to internal and external auditors
- Process pension enrolments, opt-outs and contribution changes.
- Reconcile pension deductions and provide data to pension providers.
- Administer payroll-related benefits and deductions
- Ensure payroll information is handled confidentially and in accordance with GDPR requirements.

Requirements of the Role:

- You will be required to participate in the company appraisal and staff review process
- To adhere to and model the company values, behaviours and competencies at all times
- To carry out all duties of the post in accordance with Praxis expectations, regulations and policies
- To carry out additional duties of the role and all other required duties as and when necessary
- To work the necessary hours to fit the needs of the service

The above mentioned duties are not exhaustive and the post holder will be required to carry out other duties as and when necessary. It should be noted that stated duties or location associated with the post may change to meet the future needs of the organisation.

Essential and Desirable Criteria:

	Direct/Internal	Indirect/External
Budget	0	0
Staff	0	0
Liaison & Influence	Internal Praxis Care departments	Government Bodies

Criteria	Essential	Desirable
Education. Experience & Training Qualifications	- Payroll Qualificaton OR 2 years experience processing end to end payroll. - Experience processing payroll in a payroll environment. - Knowledge of PAYE, National Insurance, statutory payments and pensions. - Experience using payroll software and Microsoft Excel. - Experience reconciling payroll data and resolving discrepancies.	Membership of the Chartered Institute of Payroll Professionals (CIPP).
Skills & Competencies	- Excellent numerical and analytical skills. - High level of accuracy and attention to detail. - Strong organisational and time-management skills. - Ability to work under pressure and meet strict deadlines. - Excellent communication and customer service skills. - Ability to maintain confidentiality and handle sensitive information.	- Experience ROI payroll processing - Itrent payroll software - Experience with integrated HR/Payroll systems.
Attributes	Ability to work on own initiative	