

Payroll Team Leader

SAMpeople

T: 01924 907319

W: sampeople.co.uk

About the role:

Job title: Payroll Team Leader

Working hours: 37.5 hrs

Salary: £34,000 - £38,000 per annum DOE

The successful candidate will have a breadth of payroll and pension management experience, will hold one or more key customer accounts, providing confidence and reassurance to our customers.

The role will also involve supporting the payroll leadership team to drive improvements, the development and review of processes, systems, training, and induction support for new starters.

What will you do day to day?

- Manage a portfolio of customers, accurately processing end to end payroll, including the preparation of payroll reports/journals;
- Manage high payslip volumes, competing demands, whilst maintaining service standards/KPIs
- Process third party returns (Inc. pension returns);
- Update payroll systems with current rates, Including payscales, allowance values, pension deduction rates, NI rates and tax thresholds (employer and employee);
- Calculating pay adjustments where required, Including the calculation of outstanding holiday pay due or to be collected for leavers;
- Deal with complex payroll queries

Team Leader responsibilities

- Support your team members to carry out their roles effectively, auditing the teams skills and abilities, Identifying training programmes where necessary;
- Apply company policies as and when required with regards to staffing queries and Issues that arise at a supervisory level;
- Support the work of others through training sessions/Induction/supported work plans
- Act as a coach/mentor when required for members of your team;
- Conduct regular one to ones with your team, monitoring performance and development
- Weekly team leader progress meetings with payroll leaders

T: 01924 907319

W: sampeople.co.uk

Required skills and knowledge for the role:

- Proven payroll experience in a fast-paced environment
- Excellent time management skills and the ability to prioritise your own workload and the workload of others within your team effectively
- An understanding of HR policies and procedures and when to refer concerns to the senior team
- Has a commercial outlook as part of a traded service
- A strong understanding of local government pay and conditions
- Strong attention to detail
- Demonstrable customer service skills, including resilience when supporting customers with challenging payroll situations
- Able to operate with independent professional discretion and demonstrate a strong degree of judgement
- Excellent written and verbal communication skills with strong interpersonal and presentation skills.

T: 01924 907319**W:** [sampeople.co.uk](https://www.sampeople.co.uk)