



THE WEST GROUP LIMITED

Design & Supply of Fluid Control Solutions & Components

Job Title: Finance Shared Service Centre (FSSC) Team Payroll Administrator

Reporting to: Finance Shared Service Team Manager

Role Responsibilities:

- To calculate the Payroll across the group and to comply with all legislative and regulatory requirements safeguarding the business from any risk.
- Answering staff questions about wages, deductions, attendance, and time records
- Responsible for ensuring the monthly NI and Tax payments are made to HMRC and no late payment fines are received.
- Management and administration of pension scheme ensuring all employee records are up to date and monthly contribution is uploaded to the pension provider.
- Management and administration of all healthcare schemes
- Responsible for updating Payroll records with personal information updates such as tax codes, change of address, change of bank details.
- Ensure all information is entered on to the payroll system accurately.
- To complete the monthly and quarterly dividends and ensure payments are made to all shareholders on time.
- To act as an ambassador for the company, promoting a positive image both internally and externally, demonstrating support of our strategic direction.
- Build and maintain good working relationships with employees.
- Potential to help with general finance duties when required.

Other Requirements

- Knowledge of Pegasus & Opera is optional but not necessary
- Display a positive and pro-active approach to tasks.
- Be a team player
- Excellent attention to detail
- Good verbal and written communication
- Must be able to work to a deadline
- Assist in a clean and tidy working environment in the interests of health and safety
- Maintain department confidentiality



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- Be willing to undertake any training necessary to further benefit the department and Company.

You are required to adhere to the company standard terms and conditions of employment and to be aware of your duties as an employee of the company with regard to the quality management system, general standards, health and safety and confidentiality.

Your task manager will set specific targets and performance against these targets will be reviewed with you quarterly.