

Job Description – Payroll & HR Administrator



Responsible to – **Emma Corlett**

Salary –**dependent on experience**

Full-time, experienced Payroll & HR Administrator for an established aluminium manufacturing, installation and service company based in Bromborough, Wirral. An excellent opportunity to contribute to a growing, friendly, and thriving Finance & HR department.

Join a successful and growing business full of innovative thinkers, team players and hard workers.

This is a great opportunity for the right candidate to bolster a dynamic team, increase throughput and further develop the department in our friendly, well-established, family company.

Accountabilities

Payroll Administration

- Processing weekly timesheets using Microsoft Excel and clock card records
- Maintaining accurate employee payroll records
- Fortnightly & Monthly payroll input using Sage Payroll for up to 60 employees
- Manage employee deductions, including loan and training agreements
- Dealing with employee payroll queries

HR Administration

- Support the employee lifecycle including recruitment, onboarding, contract preparation, changes and leavers
- Maintain and update employee records and Sage HR
- Assist management team in all aspects of recruitment, job adverts, interview scheduling, reference checks etc. acting as the first point of contact for all company hiring
- Support absence management, holidays, sickness and Bradford Factor monitoring
- Manage internal HR documentation, policies, templates and letters
- Draft letters for employee correspondence
- Meeting minute taking
- Monthly HR reporting
- Employee expenses
- Employee relations including employee surveys & exit interviews
- Organise company training, apprenticeships and work experience as required
- Organise volunteering, charity and social events
- Dealing with employee HR queries

To undertake any other duties requested by the Line Manager, which are consistent with the overall purpose of the post.

Candidate Specification

- Previous experience in payroll processing and HR administration
- Experience working with Microsoft Office (Excel and Word).
- High level of accuracy and attention to detail
- Excellent communication skills both written and spoken
- Ability to handle confidential information with discretion
- Professional and approachable manner
- Ability to work under pressure to meet strict deadlines

Desirable

- Experience using Sage Payroll or Sage HR
- Payroll or CIPD qualification

What do we do?

We are proud to be one of the leading service providers in the country of Automatic doors, Aluminium Curtain Walling, Doors & Windows, Industrial doors, Gates & Barriers. We have grown significantly since we established in 1997, with a reputation for excellence in the products we manufacture and install and our customer service.

Our Company Values

- We are a supportive business where everyone is valued, engaged, and supported in what they do.
- We look after our team's development and offer great opportunities to grow within the business.
- We deliver fantastic customer service throughout the business, with customer satisfaction at our core.
- We operate with great integrity throughout the business, ensuring our customers' trust is deserved.

What is it like to work at ADC Entrance Solutions?

We are proud of our ethos here at ADC Entrance Solutions, where we truly make sure everyone is supported in their roles and engaged in the continuous improvement of the business.

With a mix of long serving individuals coupled with some new appointments in this ever-growing company, we are planning to shape a very positive future for ADC Entrances.

Benefits

We have an array of benefits, including Competitive salary, Annual pay reviews, Holiday increasing with service, Progression opportunities, Charity Events, Social Events, Salary Sacrifice, Simply health plans and Life assurance!

General

This role profile provides the main elements and purposes of the post, currently. This is not intended to be wholly comprehensive or used permanently. This is not part of the contract of employment. Role profiles cannot cover all issues which may arise within a post at any time, and the post holder will be expected to carry out other duties requested by management from time to time which are broadly consistent with those of this document.

The above responsibilities should be read in conjunction with all contractual terms relevant to your employment, and any other non-contractual policies and procedures published by the company, which are regularly updated.

In addition to the responsibilities above, all staff are expected to promote:

Equality

Proactively promote the principles and practices of equality of opportunity effectively through an entire employee life cycle (their own and their peers). To abide by and support equal opportunities in line with our Equal Opportunities and Diversity Policy as an essential part of all duties.

Health and Safety

Understand their personal responsibilities for ensuring the highest standard of Health and Safety in regard to themselves, peers, clientele, etc. Understand the company Health and Safety policies, including details of relevant responsibilities for employees, managers, and senior staff members as well as the consequences of failing to follow said regulations.

Confidentiality

Have a duty of confidentiality to clients, staff, colleagues and any other persons or organisations data/information that may be used or held by the company. All data/information should be treated as confidential and should only be collected and/or disclosed on a need-to-know basis, and where a legal basis has been satisfied in the relevant legislation. Under no circumstances should any personal data/information or business sensitive data/information of any level of sensitivity be divulged or passed on to any persons or organisations that are not permitted to receive such data.

Data Protection

In line with legislation, and organisational policies, all personal data/information will be processed in line with the Data Protection Act, 2018. This includes how staff collect, use, retain, share, and destroy personal data/information.

Values for Money and Financial Regulations

Understand that when involved in making decisions to procure goods or services, staff are responsible for doing the right thing to ensure that value for money is achieved, on behalf of the company. This may involve conversations with specialist, or more senior members of staff, before any commitment to purchase is made. All purchasing decisions and any costs incurred on behalf of the company must be reasonable, made in a responsible manner, supported by a genuine business need, and represent good value, in accordance with company policies and procedures.

Learning and Development

Attend and engage in all training identified as necessary to the role. This may include achieving competency in specific areas to ensure legislative compliance and participating in

developmental training to promote organisational culture. Staff will also be required to participate fully in the company's performance development process and personally commit to identifying, achieving, and maintaining the skills and qualities required to fulfil their role and maximise their potential.