



JOB DESCRIPTION FORM

JOB TITLE	Payroll Administrator
LOCATION	RACS Group, RACS Group House Three Horseshoes Walk Warminster BA12 9BT
DEPARTMENT	Payroll
FULL TIME/PART TIME	Full Time
REPORTS TO	Payroll Director
SALARY GRADE	Competitive Salary

ESSENTIAL DUTIES

1. Accurate raising of invoices.
2. Correct recording of pay information onto schedules.
3. Dealing with appropriate payroll enquires (Agencies and Contractors).
4. Assist with payroll processing.

GENERAL DESCRIPTION

To assist payroll in liaising with Contractors/Agencies to ensure correct processing of pay/submission of invoices. To aid contractors in many areas of payroll, such as submission of timesheets where necessary. Raising of invoices where required. Helping with payroll queries including simple tax matters. Assist contractors to comfortably navigate website to view pay information.

MINIMUM REQUIREMENTS

1. Self-starter with a hunger to achieve and excel.
2. Team player.
3. Articulate, diligent and focused.
4. Good computer skills - Microsoft office.
5. Professional, confident and pro-active.
6. Excellent communications skills.
7. Positive and enthusiastic.
8. Excellent timekeeper.
9. An understanding of tax codes/operations.

I have reviewed this job description and have determined that it accurately reflects the position.