



**GILSON GRAY**

LAW • PROPERTY • FINANCE

# Payroll and Benefits Specialist

Edinburgh

Part time or full-time - to be agreed

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# Payroll and Benefits Specialist

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## Overall Objective

The Payroll and Benefits Specialist is responsible for overseeing all aspects of payroll processing, pensions management, HMRC compliance and employee benefits within the Firm. This role involves ensuring accurate and timely payroll payments, compliance with tax regulations, and maintaining employee records related to compensation. The Payroll and Benefits Specialist plays a crucial role in maintaining employee satisfaction by ensuring accurate and on-time payroll processing.

The role reports to the Group HR Director and works closely with all members of the HR team and also the Finance team as require.

## Required Knowledge and Experience

- Minimum of 2 years' experience as a payroll administrator or similar role required.
- Experience in working in a stand-alone position.
- Strong knowledge of payroll and tax processes, laws, and regulations.
- Proficiency in payroll software and systems.
- Excellent attention to detail and accuracy.
- Ability to work in a fast-paced and deadline-driven environment.
- Basic knowledge of HR policies and procedures.

## Skills Required

- Strong organisational and planning skills.
- Effective communication and interpersonal skills.
- Good excel skills.
- Analytical and problem-solving abilities.
- Able to work alone and as part of the wider HR team.

# Tasks

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## 1. Payroll Processing:

- Coordinate and oversee the entire payroll process, including data collection from HR, verification, and calculation of employee salaries, bonuses, and deductions.
- Processing PAYE deductions and sending payroll information to third-party payroll provider / HMRC.
- Ensure that payroll is processed accurately and in compliance with company policies and HMRC guidelines.
- Run payroll for 4 separate entities concurrently (Scotland and England) and respect the different tax/NI regimes.
- Conduct monthly analysis of payroll data for final approval and identify and resolve any issues.
- Assist with the annual salary and bonus preparations by collating the appropriate data, noting amendments and processing payments. Keeping the HR records up-to-date with annual changes in compensation.

## 2. Compliance:

- Stay up-to-date with tax regulations, and employment laws to ensure compliance in payroll processing.
- Prepare and file tax reports, including P60's, P11D's and handle payroll tax audits as required.

## 3. Records Management:

- Maintain accurate and confidential payroll records, including employee information, pay rates, and hours worked.
- Develop and implement record-keeping and document retention policies.

## 4. Systems and Software:

- Develop a process which streamlines and automates payroll processing.
- Integrate and develop the compensation module on People Portal and take responsibility for the integration and maintenance of the module – ensuring that it is accurate and used to full potential.
- Comply with IT and HR departments to implement and maintain payroll software and ensure data security.

## 5. Reporting:

- Generate and distribute payroll reports for HR review and agreement.
- Analyse payroll data to identify trends, discrepancies, and areas for improvement.
- Identify anomalies of payroll for preparation of financial reporting.
- Keep management informed of payroll-related issues and developments.
- Create and maintain internal payroll processing documentation.
- Complete end of year analysis.
- Complete ad hoc reporting.

## 6. Employee Inquiries:

- Address and resolve employee inquiries and issues related to payroll, such as payslips discrepancies, deductions, and tax matters.

## 7. Audit and Reconciliation:

- Perform regular audits to ensure accuracy of payroll records, identifying and correcting errors as needed.
- Reconcile payroll accounts and work closely with the finance team for financial reporting.

## 8. Policies and Procedures:

- Develop and update payroll policies, procedures, and guidelines to ensure efficiency and accuracy.

- Communicate and educate employees on payroll-related policies and processes.
- Comply with HR, finance, and other relevant departments to ensure seamless coordination on payroll matters.

#### 9. Pensions:

- The main point of contact for the firms Pension Scheme.
- Add new members to the firms Pension Scheme and deal with monthly upload of all staff and firm contributions on the pensions' provider portal.
- Deal with auto-enrolment for Pension Scheme and provide written communication to employees on auto-enrolment.

#### 10. Benefits:

- Work with the HR team and Management Board to propose and consider additional employee benefits.
- Calculate projected costs of such benefits and discuss the proposed value to the employee and the Firm.
- Manage the renewal of the company lease vehicles and any ad hoc requirements for hired vehicles, as part of employee T&C's.