

PAYROLL ADMINISTRATOR

Bill James

Responsible to: Bluefins Committee

Main Duties

- Accurate preparation of Club's payroll and related information against approved timesheets
- Ensure salary payments are made into employees bank accounts on time
- Ensure cheques are organized for quarterly-paid staff on time
- Reconcile payroll
- Handle PAYE and NI
- Interpret legislation impacts on payroll and implement changes
- Prepare various reports for payroll obligations and payments
- Answer employee enquiries
- Maintain confidentiality with regard to club finances
- Abide by all policies and codes as required by the Club
- Comply with the Club's Health & Safety policy and any other Health & Safety regulations that are appropriate
- Follow and promote ASA Child Protection Policy

Commitment

Ongoing weekly responsibility
