Payroll Administrator

Reports to: Payroll Manager

Key Relationships: Wider payroll team, Support Teams, Centre and wider management teams

Authority Levels: as agreed with Payroll Manager

WHY YOU'RE HERE

At BestStart, we stand up and stand out for our children, families and communities. We're leaders in the early childhood sector, we make a difference and we love what we do. We pride ourselves on being an inclusive team. We encourage our people to bring their unique selves to work. It doesn't matter who you are, if you're passionate about making a difference, you belong here.

WHAT YOU'LL DO

- *Provide effective, accurate and timely execution of payroll administration to support payroll team to be successful – delivering on-time and accurate payroll services. To provide an outstanding level of customer service to internal customers.*
- *Maintain effective administration of systems to ensure the integrity of the data held is always up to date.*
- *Provide excellent customer service.*
- *Be part of an effective and communicative team environment.*
- *Report any anomalies identified with employee data or set up which may affect payroll or associated reporting*
- *Alert the Payroll Manager of any areas of concern which may affect the timing of fulfilling all duties associated with completing payroll*

HEALTH & SAFETY

- *Actively promote and role model health & safety awareness.*
- *Complete health and safety training as required.*
- *Identify, report and escalate risks, health, safety and environmental hazards within the workplace and take appropriate action.*
- *Understand and meet, any legally binding health and safety regulations relevant to the workplace.*

THE SKILLS, KNOWLEDGE AND EXPERIENCE YOU'LL NEED

- *Proven administration experience*
- *Entry level into Payroll desirable, but not a must have*
- *Demonstrate excellent customer service*
- *Excellent computer and keyboard skills*
- *Have excellent time management skills*
- *Strong interpersonal skills and confident communicator*
- *Willingness to learn and an eye for detail*
- *Demonstrate sound work ethics*
- *To be positively responsive, flexible and helpful to others at all times*
- *Legislative Knowledge / awareness an advantage*