

REDROW HOMES – PAYROLL CLERK

ABOUT REDROW HOMES

Redrow is the UK's fastest growing house builder.

Our purpose is to create a better way for people to live. We care about the quality of homes we build, the people who help us build them, the communities we create and the societies in which we live.

We are looking for high performing people looking to build a career with Redrow. At Redrow you will be part of a business that recognises achievement.

Job Purpose: To process timely & accurate company payrolls in accordance with UK legislation.

Scope: The Job holder will assist in providing a range of payroll services with the rest of the team producing monthly, lunar and pensioner payrolls.

Key Responsibilities:

1. Monthly & Lunar payroll
 - Preparation of the lunar and monthly payrolls in conjunction with the other members of the payroll team.
 - Carry out tasks such as issuing P45s, tax code changes etc
 - Handles changes in exemptions, job status, and job titles
2. Pensioner payroll
 - Provide cover for processing the pensioner payroll
 - Liaise with Pension Administrators and Secretary to the Pension Trustees
3. P46 car and associated reporting
 - Assist with the quarterly production & reconciliation of P46 car and annual P11ds
 - Liaise with car hire providers

4. Payroll Costing

- Assist with the production of Lunar & monthly costings.

5. Other ad hoc tasks

- Ensure that Lunar & monthly sickness and parental leave is recorded and paid correctly.
- Prepare employee reports as required.
- Deal with queries from employees by telephone.
- Perform a variety of other tasks as requested by the Finance Manager and Finance Director – Group Services
- To maintain at all times the confidentiality and discretion required of such a role

5. Other ad hoc tasks (continued)

- Manage and maintain an organised and effective filing system, ensuring that filing is completed on a regular basis so all records are kept up to date and in a neat and logical order.
- Ensure familiarity with the Redrow Group Health, Safety and Environmental policies and comply with employee responsibilities.
- At all times comply with Redrow policies, procedures and instructions.
- Contribute to improving the business and enhancing the reputation of the company by putting forward new ideas and by implementing change when requested to do so.

Working Relationships:

Effective working relationships are an essential part of daily working life.

The focus in this role is both:-

Internal: Payroll Administrator, Senior Payroll Clerk and Trainee Payroll Clerk together with other colleagues within Group Finance and Human Resources. Any employee with a payroll related query from operating Divisions.

External: Pension Administrators, Car hire providers, HMRC & Other Government agencies

These are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.