



Payroll and Benefits FTC Mat Cover

Reports to: Senior Payroll and Benefits Specialist

The part I play at Bromford Flagship LiveWest to enable people to thrive is:

To deliver accurate, timely, and compliant payroll and benefits services that colleagues can rely on. I take responsibility for the day-to-day processing of payroll tasks, including data input, calculations, adjustments, and reconciliations, ensuring every colleague is paid correctly and on time. Alongside payroll, I administer a wide range of colleague benefits, ensuring each one is managed consistently, fairly, and in line with policy and compliance requirements.

I act as a trusted first point of contact for payroll and benefits queries, providing professional, clear, and values-led support that gives colleagues confidence in both the accuracy of their pay and the accessibility of their benefits. I maintain accurate records, follow processes meticulously, and ensure that all activity complies with HMRC requirements, pensions regulations, right-to-work checks, DBS, GDPR, and organisational policies.

Because of my close involvement in the operational detail of payroll and benefits, I have a valuable perspective on how processes work in practice. I share observations with my colleagues to support continuous improvement, while maintaining a strong focus on delivering a seamless and positive experience for colleagues and managers. By taking ownership of the day-to-day of payroll and benefits administration, I help free up the wider team to focus on system development, process redesign, and longer-term improvements, using the insight that I share with them.

My skills and experience include:

Providing payroll or HR administration, with strong attention to detail and accuracy. I have good working knowledge of payroll processes and benefits administration, as well as compliance requirements such as HMRC, pensions, right-to-work, DBS, and data protection.

I am confident using payroll and HR systems, ensuring data is accurate and processed on time. I bring strong organisational skills, the ability to manage multiple tasks and deadlines, and good communication skills to provide clear and supportive responses to colleague queries.

I have a full UK driving license and I'm educated to at least GCSE equivalent, ideally with a payroll qualification at Level 3 or equivalent.

The skills I will develop include:

Understanding and familiarity with a range of organisational Payroll, Benefits and HR systems.

Build relationships with all with internal and external stakeholders such including HR, Finance, HMRC, Pension providers etc.

To learn, lead and apply continuous improvement through the organisations Values. To gain industry specific knowledge.