**Payroll Team Lead, Nepicar House**

Reports to: Payroll Team Manager (or equivalent senior role)

The payroll landscape of Cygnet is complex due to the high numbers of acquisitions over recent years. The role of the Payroll Team Lead covers a number of Pay and Pension areas.

Responsibilities will include but are not limited to:

**Day to Day:**

* Support the end to end payroll cycle for the business, including hands on processing where required to support the team
* Complete manual systems backups on the agreed schedule,( Schedule needs to be agreed)
* Provide review of regular Payroll main runs to ensure accuracy (1st line checks)
* Support with system wide calculations within the pay cycle, transfers between payroll companies and payroll number allocation for re-hired employees (Transfers need to be date driven)
* Support where required with HMRC communications such as tax code downloads, FPS and EPS submissions
* Assist with the closing of payroll cycles and report running
* Support the payroll team manager with outstanding requests/escalations within the payroll portal

**Personnel:**

* Mentor and support the team to assist with training and continued professional development
* Identify and escalate any performance issues or training needs to payroll manager
* Identify and report to the payroll Team manager, staff that are performing over and above expectations
* Provide positive feedback to the team where appropriate and warranted
* Perform one to ones on a weekly basis

**Strategy:**

* Work with the Payroll Team Manager to maintain and review payroll calendars to plan resource and monitor payroll cycles
* Review controls with a view to recommending improvements and identifying new areas of risk
* Work with other senior members of the team and wider business to manage expectations, communication and provide resolution to issues
* Support the implementation of new systems and/or processes, providing training to the team where required.
* Monthly control account reconciliations