



**Job Title** Payroll Administrator

**Reporting To** Payroll Manager

**Department** HR

**Hours** 25 hrs per week

### **Job Purpose**

To support the Payroll Manager with the preparation and processing of an accurate monthly payroll for salaried staff and high-volume seasonal employees in line with company deadlines whilst adhering to UK legislation.

### **Role Responsibilities**

1. Processing & administration of monthly payrolls, using Access Select Pay payroll software, including management reporting & statutory filings.
2. Undertaking monthly & year-end reconciliations.
3. Ensuring all statutory reporting is completed to the highest standards within legislated deadlines (FPS and RTI).
4. Liaising with departments to ensure timesheets are correctly completed, authorised & received in line with payroll deadlines.
5. Accurately maintain and update all spreadsheets.
6. Calculate data as required, for example SSP/SMP
7. Update, review and process tax codes from HMRC.
8. Administration of Group Pension and Auto Enrolment Scheme.
9. Comply with Inland Revenue rules and regulations in respect of payroll, keep to correct guidelines and other statutory regulations.
10. Processing Court Orders.
11. Printing and posting correspondence to staff
12. Accurately track all monthly changes, including starters, leavers, amendments, and maternity.
13. Answer payroll queries when required.
14. To take minutes in a meeting, when required.
15. Provide general support to colleagues within a busy HR department.

### **Team Standards & Responsibilities**

- Being punctual and presentable.
- Conscientiously completing all tasks to a high standard and within agreed time frames.
- Upholding the professional image and culture of the Silverstone Team at all times.
- Supporting the Silverstone team to deliver high-standard customer experience and service.

#### **Silverstone Circuits Ltd**

Jimmy Brown Centre, Silverstone Circuit, Northamptonshire, NN12 8TN, United Kingdom  
+44 (0)844 3728 200 info@silverstone.co.uk www.silverstone.co.uk  
Company No. 882843 VAT No. GB 170160935 Registered in England and Wales



## **Performance Responsibilities**

Performance will be monitored against the following:

- Objectives set through the Personal Development Review (PDR) process

## **Key Relationships**

- HR Team
- Finance Team
- All Silverstone employees
- External providers
- Government Bodies

## **Knowledge, Skills & Qualifications**

- Working knowledge of Select Pay (Access) or similar.
- Some knowledge of Auto Enrolment, RTI, statutory payments, pension schemes, and current legislation.
- Highly organised, strong attention to detail, and able to work to deadlines.
- Ability to work on own initiative in a dynamic environment.
- Ability to work under pressure and to tight deadlines.
- Flexible approach to working hours, including occasional weekends.
- Previous payroll experience in a similar role.
- Payroll qualifications/training preferred.
- Enjoys working in a fast-paced environment.
- Strong IT skills (Excel (pivot tables & V-lookups), Word, staff rota systems and knowledge of Select HR would be desirable).
- Professional presentation reflecting the Silverstone values.
- Good written/verbal communication skills with the ability to speak confidently to people at all levels.
- Able to manage relationships with stakeholders.
- Full clean UK driving licence.

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