



JOB & PERSON SPECIFICATION

Name		Job Title	Payroll and Business Systems Coordinator
Function Management	Head of Finance	Line Management	Head of Finance
Department	Finance		
People Management	Business Systems Assistant		

Role Summary

Co-ordination and submission of weekly and monthly payroll information to the payroll provider in both the UK and Baku, with review of outputs. Management and reporting of time data to strict deadlines, regular interaction with Commercial and Finance teams, maintain data integrity in all relevant business systems and ensure Client purchase orders are accurately processed. Support business profitability analysis.

Work Environment

- Office based, sitting, computer use

Responsibilities

Payroll

- Co-ordinate and provide the information required for the weekly payroll and submit to external provider, review outputs to ensure it is correct.
- Co-ordinate and provide the information required for the monthly payroll for all the UK group companies, review outputs to ensure it is accurate
- Co-ordinate and provide the information require for the Baku Payroll for submission to external provider, review outputs to ensure it is correct.
- Co-ordinate and make changes to payroll information for all employees.

Trades

- Maintain the weekly trades spreadsheet – tracking hours work by each contractor, reviewing invoices when they are submitted to make sure they are correct.

Business Systems Support, included but not limited to:

- Overall management of the Company electronic time writing systems to maximise system potential in terms of efficiency and report generation
- Carry out ProTrak day to day changes (e.g. unapproved CTRs, delete transmittals, undo contract reviews and update master jobs)
- Carry out or supervise commercial administration role as per corporate procedures

Business Analyst and Reporting

- Adhoc reporting on Company hours / rates / billing
- Co-ordinate between Replicon and business with regards updates / new licences / products etc.
- Update weekly KPI sheets (tracker, discipline and client) including weekly snapshot
- Co-ordinate with relevant departments to update Monthly KPI sheet, run necessary reports to complete it
- Send weekly timewriting reports to Parent Company

Time Writing Management

- Maintain personnel information, including payroll and billing rates / roles
- Maintain client billing rates and estimated hours / costs
- Enforcing deadlines for submission, approval and upload
- Maintaining and auditable trail of changes (Hour Transfer Request process)



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- Maintain job structure to allow smooth upload to Sage
- Procure time writing licences on behalf of the Company and address and resolve all related queries

Line Management

- Management and development of Business System Analyst

Sage

- Uploading hours to Sage via .csv link (or replacement link) for all companies
- Maintain current resources, hierarchy and PO information

Other

- Assistance in other areas of the Finance department as and when required
- Any other adhoc tasks as required
- Responsible for ensuring professional development is maintained and identified competency requirements are undertaken in a timely manner
- Adherence to the company integrated management system
- Compliance with quality assurance, health and safety and environmental policies
- Demonstrate and promote PD&MS QHSE principles and lead by example
- Ensure unsafe activities are challenged
- Adherence to the requirements of the best practice standards recommendations and processes in the undertaking of duties
- Demonstrate and promote PD&MS values and lead by example

Authorities

- Authorised to access confidential information for analysis of Company data

Skills & Attributes

- Team working
- Good attention to accuracy and quality
- Good communication skills
- Ability to use own initiative
- Good organisational skills
- Discretion
- Systematic approach to tasks but ability to change priorities to meet the needs of the business

Competency Standards	M / P	Y / N / CE	Details
HNC or equivalent in a relevant subject	M		
Experience of Corporate Systems e.g. Sage, Replicon	M		
Competent in the use of MS Office, in particular excellent use of Excel and Word	M		
Experience in a similar role, specifically in hours management	M		
Excellent written and spoken English	M		
M – Mandatory	P – Preferred	CE – Competency Evaluation	