

## **JOB DESCRIPTION**

**JOB TITLE:** Payroll Analyst

**LOCATION:** Colchester

**REPORTING TO:** Senior Payroll Analyst

### **Job Summary**

The Payroll Analyst is responsible for delivering all aspects of the payroll function end to end and providing support to the Senior Payroll Analyst and Manager, You will be responsible for the HC02 Secondary Care payroll which covers our Hospitals and Treatment Centres, and is made up of approximately 2059 employees.

This role works closely with the immediate payroll and pension's teams as well as the wider finance team, HR, business systems and operations.

### **Company Background**

Practice Plus Group (PPG) is the UK's largest independent provider of health care services and largest independent provider of NHS services in the country. It exists not as a competitor to the NHS, but a strategic partner, enhancing diagnostics, treatment and ongoing care for individuals outside of the publically run NHS. The drive for quality has led to innovations in procedures and services and an improvement in the patient experience that has encouraged commissioners across the country to partner with PPG. Team members are passionate about creating an exceptional experience for patients and dedicated to delivering the highest standards of quality and safety. New approaches are being continuously developed in order to tackle the rising demands being placed on the healthcare system.

PPG was carved out from the wider Care UK holding company in October 2019. It remains in Private Equity ownership, backed by Bridgepoint. The newly stand-alone PPG is a complex, "mid cap" PE deal, with turnover of c£411m and delivering EBITDA in the region of £43m. There are 2 significant divisions within the Group.

Primary Care – This division has two sub service lines Offender Health and Urgent Care, including 111, Out of Hours and GP Practices. PPG is the UK's largest provider of offender health services, providing care in 49 prisons, serving over 30,000 UK prisoners. Within the urgent care category, PPG is a trusted provider of key primary care services critical to national NHS strategy. It is the UK's largest provider of GP out of hour's services and NHS 111, providing support to c.11 million people.

Secondary Care - This division operates nine hospitals across the UK, an Ophthalmology service and three diagnostic centres, predominantly carrying out elective procedures on behalf of the NHS, although more recently the development of a self-pay proposition is offering a broad range of services directly to the public. Care UK has a reputation for developing ground breaking and innovative strategic partnerships with local trusts. The organisation has a market leading position within the independent hospital sector for delivering the highest standards of care. Three hospitals have been rated as "Outstanding" by CQC, with the remainder being "Good".

## **Key accountabilities**

- Lead on all aspects of payroll service delivery
  - Ensuring efficient and effective delivery of the end to end process.
  - Manage the HC02 payroll ensuring all employees are paid accurately, on time and in accordance with legislation.
  - Ensure that all statutory and voluntary payroll deductions are checked and paid to external bodies accurately and by the given deadlines.
  - Manage queries from employees relating to pay to resolve payment issues and provide clarification.
  - Maintain Payroll standard operating procedures and auditing processes to ensure accuracy.
- Manage and maintain a strong control environment and review compliance of key controls
  - Working with management to implement improvement initiatives
  - Suggesting improvement areas
  - Ensuring the accuracy and efficiency of payroll runs
  - Ongoing identification and communication of risks and opportunities, through general interactions with HR, systems, finance and operations.
- Building strong working relationships with other key members of the finance team, as well as HR, business systems and operations.

## **Experience**

- Significant experience running end to end payroll
- Expert time management, problem-solving, and data analysis skills
- Proven ability to work well under pressure
- Total commitment to detail and quality
- Detailed knowledge of payroll systems (iTrent would be of particular benefit).
- Proficient in Excel.
- Experience in NHS would be an advantage.
- Member of the Chartered Institute of Payroll Professionals or equivalent.

## **Personal attributes**

- Ability to forge and maintain relationships with internal and external stakeholders.
- Strong interpersonal and communication skills.
- Resilient, proactive approach, with a readiness to be accountable for service quality.

- Confident in handling complex processes.
- Hands-on, sleeves rolled-up approach to work.