

Email: sarahflannery@hotmail.com

Location: Blackpool, North West

Education

2020 – Lean Practitioner

2017 – CIPP Payroll Technician

2016 - Sage 50 Computerised Accounting – achieved distinction at level 3

2015 - Basic Life Support

2003 - GCSE's - 7 B's (Business Studies, Mathematics, English Language (Double Award), Science (Double Award) and Resistant Materials), 3 C's (Religious Education, Drama and English Literature)

Employment History

August 2023 - Present

GDMS International Projects Lead (Payroll), BAE Systems, Preston August

This is a new role that was introduced in August 2023, whilst I accepted this role I also completed a long handover and training of my previous role.

Responsibilities

- Identify and proactively drive continuous improvement opportunities for international payroll services.
- Lead engagement and communications with key stakeholders at various levels.
- Focus on opportunities for standardisation to better support and enable a consistent employee experience and efficient service delivery.
- Understand and develop any relevant input from Employee and Family Experience Leads to build out a best in class user experience of the Global Mobility/ international service.
- Recognise and understand international landscape and relationship with partner companies.
- Be able to understand complex issues and provide solutions to activities within the programme.

September 2021 – August 2023

International Payroll Manager, BAE Systems, Preston

Key Achievements

- ❖ Achieving an understanding of international payrolls and shadow payrolls.
- ❖ Facilitating the move of pension providers, adapting processes and ensuing timely provision of data.

Responsibilities

- Paying 250 plus employees in five countries, understanding the different regulations and time lines.
- Overseeing shadow payrolls for 200 plus employees in the UK and nine other countries.
- Liaising with third party providers and different business stakeholders to obtain quotes for employees going to new locations, and implanting payrolls where appropriate.

- Monthly supplier meetings, both internal and external to review previous month's performance and to discuss any potential issues that we may be aware of.
- Maintain the relationships with the providers to ensure smooth running of payrolls.
- Review payrolls before they are sent for processing, approving completed payrolls for payment within payment limit.
- Update team monthly metrics, ensuring any errors recorded correctly.
- Completing tax year-end reconciliations for UK payrolls to ensure values reported correctly to HMRC, brought this in house to reduce third party charges.
- Completing and checking hand payrolls for pensions.
- Checking and approving supplier invoices.
- Providing pension data to in country teams for payroll processing and ensure the pension values are reported and paid to the pension provider.
- Completing US unemployment forms and making payments.
- Creating reconciliations to check employees on payroll are on assignment system.
- Applying back pay to salaries and pensions for pay deals that cover the previous year manually, with no system to update figures.
- Create error logs to increase accuracy and identify any training requirements.
- Apply hypothetical taxes to certain payments to ensure employee and authorities paid correctly.
- Improve and update existing manual templates for payroll.
- Organise processes and information, update naming conventions to enable straightforward searches for data, adding formulas and totals to spreadsheets to identify errors and creating checklists.

June 2016 – September 2021

Payroll Manager and Transactional Finance Manager, Key Group, Fulwood

Key Achievements

- ❖ Being the data lead while implementing Workday Payroll, removing the need to outsource to a payroll bureau.
- ❖ On-Boarding new companies bought by the group into payroll and into the finance system, including amending procedures where required.
- ❖ Moving to a new payroll software part way through the tax year, with minimal disruption to employees.

Payroll Responsibilities

- Working with the third party implementation team to provide all payroll data for go live of Workday.
- Checking all calculations and making adjustments to ensure pay was calculated correctly and in line with all legislative and internal policies.
- Setting up new integrations for the system to remove manual processes.
- Checking any new processes added to the system worked correctly and went through any and all required approvals.
- Reviewing and signing off payroll on a monthly basis for 550+ staff, verifying all legislation and guidelines have been adhered to.

- Changing from 5 PAYE references to 2 PAYE references keeping employee's informed of changes and updating the system to report accurately to HMRC.
- Monthly checks to ensure all staff were paid within minimum wage rates.
- Checking HMRC payment files are correct before payment is made.
- Creating maternity schedules showing clearly company maternity pay and statutory pay.
- Maintaining calculations for pay in the system, and ensuring standardisation of the calculations.
- Checking pension payment files to ensure the correct amounts are credited to the correct individuals.
- Communicating with HR for payroll accuracy.

Transactional Finance Responsibilities

- Weekly debtors reviews with credit control, making plans for the coming week to ensure all debt chased in a timely manner.
- Reviewing monthly balance sheet reconciliations ensuring transactions all posted correctly in the month.
- Reviewing the cash position at month and quarter end to establish that all supplier payments were made on time.
- Opening and closing bank accounts in line with new companies being bought/set up or closed.
- Liaising with the bank to make sure that bank statements would load into the finance system and that outward payments are transmitted.
- Responsibility for purchase ledger, making system and process updates where required.
- System enhancements for new business requirements.
- Processing payments to self-employed advisers and responding to queries.
- Dealing with all credit card spend.
- Setting up direct debit collections for the group, proving all details to AUDDIS and having approval to collect.
- Assisting with the annual audit.

While working at Key Group I have faced numerous challenges that have strengthened my organisational skills and my capacity to complete functions not ordinarily associated with the job role I have been employed under. The creation and implementation of a new system in a short timeline whilst continuing to complete my daily workload was challenging but highly rewarding. I have gained more skills within accounting procedures while expanding my payroll knowledge.

January 2015 – June 2016

Payroll & Finance Assistant, Delphi Medical Ltd - Blackpool

Responsibilities

- Managing payroll submission for 50+ staff members on a monthly basis (previously managing a fortnightly and monthly submission for 75+ staff).
- Review staff expenses, checking distances and receipts are input correctly and with the correct values as staff's mileage rates vary.
- Calculate gross hourly rates for new members of the company's bank staff and the gross hourly rate less holiday percentage.

- Ensuring all overtime, enhancement and on call payments are made correctly from checking timesheets and resolving any anomalies with line managers.
- Dealing with all payroll queries, this can include questions around tax, expenses and pensions from employees and around leavers, new starters and parental leave from the accountant.
- Keeping a record of accrued holiday pay (for the staff on the bank list) and ensuring this is paid quarterly.
- Submitting payment and remittances for NHS pensions. This also includes starter, leaver and year end figure spreadsheets which all have deadlines and penalties if not submitted in the specified timeframes.
- Completing payroll journals on a monthly basis, including splitting all pay elements for each contract area within the company.
- Within our monthly management accounts I am responsible for the preparation of the company accruals – including establishing payroll costs from the previous month that have not been input for payroll – prepayments and monthly adjustments for depreciation, this work is to be completed within the first 8 days of the new month.
- Finalising quarterly reports for company contractors.
- Uploading all invoices – sales and purchase – to Sage, and ensuring all receipts have been passed to finance.
- Liaising with suppliers and customers around invoices and purchase orders.
- Completing monthly checks on DBS expiries and professional registration expiries.
- Collating staff sickness days, annual leave taken, study days etc. for monthly statistics.
- Reviewing policies and documents and re-formatting in line with corporate standards.

****September 2014 - January 2015***

Payroll Administrator, Quindell Business Process Solutions (Temporary Role) - Blackpool

****May 2014 – September 2014***

Resourcer, Premiere People - Blackpool

****August 2012 – May 2014***

Lending Underwriter, 1st Stop Finance - Blackpool

**** July 2011 – April 2012***

Travelling and working - in the hospitality industry, in New Zealand.

**** July 2010 – July 2011***

Billing Administrator, Virgin Media Business (Temporary Role) – Preston

**** May 2009 – June 2010***

Travelling and working, in the hospitality industry, in Australia for a year.

**** June 2008 – May 2009***

Finance Assistant, Places for People & Places for Children – Preston