

Anice Fernandes

Payroll Administrator

📍 47 Orchard Ave, Southall UB1 1LG, UK

[Portfolio file](#)

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Languages

German

English

About

A well-presented, intelligent and highly focused individual who is keen to develop a career in the payroll industry. Possessing a record of delivering great service, achieving targets, as well as recognizing and developing opportunities, doing all of this whilst contributing to the overall performance of a team. Someone who is able to work alone or as part of a group, and who readily understands the importance of valuable customer service and of creating a good impression with patrons.

BRANDS WORKED WITH

J.S. Held

Control Risks

WPP

UHY

Imperial London Hotels Ltd

Finchley

Experience



● Sole Regional Payroll & Benefits Specialist

J.S. Held | Nov 2023 - Now

- Process and manage payroll for employees in EMEA/APAC regions, with a primary focus on the UK.
- Ensure accurate and timely payroll processing, including calculation of salaries, deductions, and taxes.
- Address any payroll discrepancies and resolve payroll-related issues promptly.
- Administer employee benefits programs, including health insurance, retirement plans, and other perks.
- Assist employees with benefit inquiries, enrollment, and changes.
- Collaborate with external vendors to ensure smooth administration of benefits programs.
- Stay updated on relevant employment laws and regulations in EMEA/APAC regions, particularly in the UK.
- Ensure payroll and benefits processes comply with legal requirements and company policies.
- Prepare and maintain accurate payroll and benefits reports for internal and external stakeholders.
- Identify opportunities for process improvements and efficiency gains in payroll and benefits administration.
- Implement best practices to streamline payroll processes and enhance the employee experience.
- Participate in HR projects and initiatives as needed.
- Support to the UK annual benefit renewal process and management of our UK benefits platform,
- Support the management, renewal and development of our various international benefit and well-being programs.
- Key escalation contact for benefit queries, ensure day-to-day relationship between external and internal parties.



● Sole Payroll & Benefits Advisor

Control Risks | Oct 2022 - Oct 2023

- Processing and checking of the German, Belgian, Switzerland, Russia, Netherlands, Italy, Spain, France & UK payrolls.
- Monthly payroll journal uploads in an accurate and timely manner.
- Maintain monthly and quarterly payroll accruals.
- Responsibility of the monthly uploads of money movement/Net payments
- Ensure all payroll processes are kept up to date and are compliant with national laws and regulations.
- Work closely with internal partners and HR to ensure processing accuracy and data integrity.
- Interaction with HR across Europe to gather all the necessary documentation to compile an efficient payroll.
- Ensure accurate and timely processing of employee changes, entering all payroll data as necessary adhering to specific timescales.
- Identify any under or overpayments and ensure these are rectified urgently.

- Work closely with payroll vendors to resolve any discrepancies or system issues.
- Analyze & manage payroll output for accuracy and to meet legislative requirements.
- Prepare full supporting data for any payroll payments required.
- Work closely with the external payroll provider.
- Email to staff to remind about annual medicals, pension, BUPA, Dental, CCV etc
- Maintaining online updates for starter, leavers and changes; Manage annual scheme renewal
- Reconcile monthly invoice with payroll and our internal spreadsheet
- Payroll support for checking of input
- Assist with more complex queries, Checking the pre-commit reports and pension
- Checking with post commit reports and pension
- Oversee/issue of Eyecare vouchers; Re-order vouchers when needed
- Manage Life Insurance policy, Private Medical Insurance, Group Income Protection scheme, Cycle to Work scheme, Childcare voucher scheme, Eyecare voucher plan



● Payroll Administrator

WPP | Oct 2021 - Sep 2022

- Accurate and timely input of payroll data, throughout employee lifecycle
- Balance all interfaced data between internal and external systems, ensuring integrity of data at all times
- Production of manual calculations where required, for example, overpayments, net to gross, pension contributions due to statutory absence etc
- Ensure pre-payroll processing tasks are completed, the payrolls are run, and the post processing tasks completed, all in a timely, accurate and compliant manner including the submission and retrieval of files to/from HMRC
- Process BACS payments for monthly payrolls.
- Process salary advances as and when needed.
- Supporting the timely, accurate and compliant transition of employees who TUPE transfer to or from the Payroll.
- Help ensure that all internal and external audit requirements are met.
- Assist HR team with all payroll-related queries, providing guidance and support on all payroll-related matters.
- Ensure all payroll processes are documented and maintained on an ongoing basis.
- Keep up to date with future trends in Payroll and maintain awareness of changes in Payroll legislation.
- Liaising with benefit providers as required - Childcare Vouchers/Cycle to Work.
- Processing and checking of the German, Belgian, Switzerland, Russia, Netherlands, France & UK payrolls.
- Responsible for collating, validating, and organizing the EMEA payroll data before submitting to payroll bureaus
- Responsible for preparing relevant country payment files per payment process (including salaries, benefits and any tax payments)
- Complete manual calculations for SMP, SPP, SAP, SHPP & SSP.
- Accountable for the payroll accuracy through checking, validating, and verifying payroll transactions,
- Checking data has been processed correctly by the team and the payroll vendor, resolving any corrections.
- Assisting with all year-end processes to include P11D production using P11D software.
- Ensuring employees are informed of monthly cut-off dates and any other necessary and relevant payroll information.
- Ensuring correct levels of authority have been obtained prior to salary and benefits amendments.
- Responsible for the monthly uploads of pension data to the provider.
- Produce and distribute payslips, P45s, P60s and P11Ds, or similar, as required.
- Monitor bank accounts for money received outside of payroll and allocate and update records accordingly.
- Participate in the deceased staff processes, arrange payment of final salaries, ensuring that the payroll accounts reflect actions taken and addressing anomalies / issues with the payroll team.
- Conduct regular checks to ensure the integrity of the payroll database,

updating data as necessary and ensuring that the payroll database is working properly and that problems are identified to the Senior Payroll Manager

- Testing new payroll system, performing parallel runs, manage both internal quality assurance testing and advising on user acceptance testing with responsibility for the testing plans.
- Ensure that all training is up to date for both yourself and the payroll team and processes and procedures follow current regulations.
- Provide day to day support to team members, such as contingency cover for holiday and absence; undertaking tasks relating to the processing of payroll transactions to achieve delivery to the agreed timescales.
- Supervise and direct payroll team in the absence of manager.



● Payroll Administrator

UHY | Aug 2021 - Oct 2021

- Process multi-client payrolls.
- Maintain payroll processing system and records by gathering, calculating, and inputting data.
- Answer staff questions about wages, deductions, attendance, and time records.
- Update records as and when required.
- Adheres to payroll policies and procedures and complies with relevant legislation.
- Identifies, investigates, and resolves discrepancies in timesheet and payroll records.
- Honor confidentiality of employees' pay records.
- Compile payroll reports for record-keeping purposes or key stakeholder review.
- Ensures accurate and timely accounting, recordkeeping and management of payroll related data and reports; performs audits and reconciliations of payroll information and systems
- Process manual checks, voids, stop pays, direct deposit reversals, and payroll adjustments as necessary.
- Build and maintain key client relationships to ensure clear communication and dissemination of information.
- Reconcile monthly transactions and money transfers to pay institutions.

● Sole Payroll Administrator

Imperial London Hotels Ltd | Feb 2020 - Aug 2021

- Payroll control operation and implementation.
- Experience in defining payroll requirements and implementing payroll systems modules.
- Responsible for new payroll system implementation including facilitation of requirements gathering, managing vendor system configuration, testing, and go-live.
- TUPE transfer T&Cs' setup, testing and implementation.
- Ensuring compliance with Working Time Directive and flagging to Senior Management potential breaches of regulations.
- Liaising with payroll vendors to lead payroll systems implementation.
- Payroll control and budgeting.
- Gender pay gap reporting.
- Work with internal stakeholders to understand requirements and business needs.
- Planning and scheduling implementation timelines and milestones using appropriate tools; track milestones and deliverables to ensure successful execution
- Processing payroll of 2500 weekly and 800 monthlies from start to finish.
- Manual calculations and explanations of net salary.
- Manual calculations and processing of statutory payments.
- Processing starter and leaver documents.
- Dealing with payroll, HR and tax queries. Being the main point of contact for all payroll related queries.
- Checking for and adding new starter checklist / P45 info for new starters.
- Uploading payslips and issuing P45s to leavers.
- Reconciling Court Orders and PAYE on a monthly basis.
- Administering pensions auto enrolment and file submission.
- Calculating, recording and monitoring Statutory Sick Pay and Statutory Maternity Pay, Statutory Paternity Pay.
- Capture all payroll errors and issues, identify root causes and work with stakeholders to implement solutions to minimise errors going forward.

- To ensure record keeping, document filling and archiving are up to date.
- Maintain and submit payroll journals to accounts.
- Maintain pension files and submit pension data to provider.
- Submit year end returns to HMRC.
- Maintain archiving of previous tax year payroll files.
- Calculating the full furlough and flexi-furlough payments.
- Claiming furlough payments.



● Payroll Assistant

Finchley | Jan 2019 - Jan 2020

- Supporting the Payroll Manager in providing an efficient and comprehensive payroll service to clients
- Setting up new starters and actioning leavers.
- Assisting with reviewing and checking of payrolls ledgers.
- Processing end to end payroll weekly and monthly.
- Maintaining employee data and leave information in the payroll system.
- Maintaining the administration of benefits schemes such as the company auto enrolment pension scheme and cycles scheme.
- Processing Statutory Sick Pay (SSP), Statutory Maternity Pay (SMP), Statutory Paternity Pay (SPP).
- Responsible for the payroll of 1200 employees, 800 monthly and 400 weekly basis.
- Entering of weekly and monthly timesheets, printing and sending P45.
- Prepare and print payroll reports of earnings, hours worked, taxes, insurance, leave.
- Assisting team in dealing with payroll queries from managers and employees.
- Providing a comprehensive service to clients to include additional advice and information requests as required.
- Day-to-day administration of client payrolls to include RTI submissions and end of year reporting and P60s.