

HR and Payroll Officer

Location North East | **Salary** Competitive salary plus benefits

Overview

Our client is a well-established, global organisation based in the Tyne and Wear area.

We are delighted to be working with them to recruit for an experienced HR and Payroll Officer. Reporting to the HR Manager, the role will assist with the administration and processing of their monthly payroll in addition to the provision of HR advisory support across the organisation.

Job Description

Main responsibilities:

Payroll:

- Processing the whole company payroll every pay period to meet all deadlines set.
- Maintaining the payroll processing system and records by gathering, calculating, and inputting data.
- Answering staff queries about wages, deductions and attendance.
- Managing and coordinating requests for leave and other absences including absence reviews and other related meetings as required.
- Processing sickness and other absences in line with company policies and statutory entitlement.
- Handling changes in job status and job titles via the HR system.
- Processing overtime payments and realigning shift working arrangements.
- Adhering to payroll policies and procedures and complies with relevant law.
- Completing payroll reports for record-keeping purposes as well as for managerial review in conjunction with the monthly payroll timelines.

HR:

- Management of all aspects of Employee Relations including Absence Management.
- Assisting in managing recruitment processes and develop strategies to promote Talent Mapping and Succession Planning.
- Maintaining all job description and personal specifications.
- Assisting the HR Lead with a suite of HR projects and initiatives and coaching the wider business to manage any changes.
- Maintaining the hard filing system and paperwork and support with data input and retrieval of KPI information.
- Helping to drive continuous improvement within the HR department.
- Supporting the business with general people queries and giving advice according to company guidelines and legislation.

Person Specification

Successful applicants will:

- Have demonstrable experience ideally gained at the HR Assistant or Officer level previously.
- Be proactive and demonstrate a “can-do” attitude.
- Be able to adapt to changing priorities.

0191 488 4955 | info@michellesimpsonhr.co.uk