

Payroll Administrator – 12 month contract

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

Overview

Our client is a well-established, global organisation with a main base in the Redcar and Cleveland area.

We are supporting them to recruit a Payroll Administrator initially on a fixed term basis for a period of 12 months. Reporting to the HR Manager the role will assist with the administration and processing of their monthly payroll and employee benefit packages across their UK division.

Job Description

Key accountabilities will include:

- Preparing, processing and checking company monthly payroll to meet all deadlines set.
- Maintaining the payroll processing system and records to pass on to the payroll provider.
- Answering employee queries about salaries, deductions and attendance.
- Processing overtime payments and realigning shift working arrangements, as well as reporting and processing of payroll deductions.
- Processing permanent and variable elements, payrolling benefits in kind, and statutory payments.
- Management of the Time and Attendance system to ensure data integrity and accuracy.
- 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.
- Completing payroll reports for record-keeping purposes as well as for managerial review in conjunction with the monthly payroll timelines.
- Liaising with the tax office in relation to any discrepancies on the PAYE account.
- Processing of tax year end and annual reporting including P11Ds.
- Provide quality customer service to the client group through the delivery of a professional and accurate payroll procedures.
- Assisting with general HR administration duties where required.
- Maintain numerous HR databases ensuring the highest level of data integrity.

Person Specification

The successful candidate will be:

- A strong administrator with previous experience gained within a Payroll/ HR position.
- Be customer focussed and have a positive can-do attitude.
- Be competent in using Microsoft Excel.
- Be a team player.
- Be inquisitive and proactive in supporting continuous improvement.

Contract Length

12 month fixed term contract.

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