

Payroll Advisor – 12 month contract

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

Overview

Our client is a successful, market-leading business operating across the industrial sector. An opportunity has arisen for an experienced Payroll Advisor to join the HR department on a fixed term basis for a period of 12 months.

Reporting to the HR Manager the role will assist with the coordination and processing of their monthly payroll and employee benefit packages.

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 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.
- 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.
- Supporting with other HR general administrative tasks.

Person Specification

The successful candidate will:

- Have previous experience of working within a payroll environment at the Coordinator or Advisor level.
- Have up to date knowledge and an interest in UK payroll legislation.
- Be competent in using HR and Payroll systems.
- Be customer focussed and have a positive can-do attitude.
- Have excellent attention to detail and an eye for accuracy.
- Be immediately or imminently available to commit to a 12 month fixed term contract.

Contract Length

12 month fixed term contract.

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