

Payroll Coordinator – 3 to 6 months Fixed Term Contract

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

Overview

Our client based in the Newcastle area is looking to appoint an experienced Payroll professional on a temporary basis for a period of 3 – 6 months. The role will focus on managing end to end payroll processes to ensure that all employees are paid correctly and on time within a fast-moving commercial environment.

Role responsibilities:

- Processing company payroll every pay period to meet all deadlines set.
- Maintaining the payroll processing system and records by gathering, calculating, and inputting data.
- Provide advice and guidance in relation to pay and benefits queries.

- 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 complying with UK law.
- Identifying, investigating, and resolving any discrepancies in payroll records.
- Completing payroll reports for record-keeping purposes as well as for managerial review in conjunction with the monthly payroll timelines.
- Liaising with HMRC in relation to any discrepancies on the PAYE account.
- Communicating with finance to ensure the BACs run is set up each month in time for payday
- Administering joiners and leavers to the Company Pension Plan.
- Provide quality customer service to the client group through the delivery of a professional and accurate payroll procedures.
- Supporting with other ad hoc general administrative tasks.

Person Specification

The position requires applicants to have excellent administration experience of managing end to end payroll processes ideally gained from within a fast-paced environment. You must be customer focussed and have experience of using HR and Payroll systems previously.

Contract:

3 to 6 months fixed term contract

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