

## Client Payroll Executive

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Company: IRIS

Location: United Kingdom

Category: office-and-administrative-support

We have an excellent opportunity for a professional, enthusiastic payroll professional to join our Payroll Bureaus across IRIS.

This role is important as you will be a key member of a Payroll Processing team responsible for providing a payroll bureau service to thousands of client customers.

### **What will you be doing?**

As a Payroll Administrator/Specialist/Manager, your day-to-day tasks will typically involve the following:

- Processing payroll runs (weekly/fortnightly/lunar/monthly), from start to finish, for a range of our customers;

- Processing auto-enrolment pension upload files and corresponding with pension providers;

- Resolving customer queries in relation to their payroll and pensions;

- Dealing with correspondence from HMRC;

- Processing new starters, leavers and P11ds;

- Uploading new customers onto our payroll software;

- Promoting the IRIS brand in a friendly, professional manner.

## What skills and experience do you need to have?

For our Executive role we are looking for those that have end to end payroll experience, either in-house or within a payroll bureau.

As you will be processing payroll for multiple clients, it is also really important that you have excellent organisational and administration skills, a keen eye for detail and accuracy, and can remain calm under pressure during the busy pay run period. Having good Excel skills are beneficial to be successful in the role.

### Please note:

We occasionally close vacancies early in the event that we receive a high volume of applications. Therefore we recommend you apply as soon as possible.

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