

Contractor Payroll Administrator (12 month contract)

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Company: Harvey Nash

Location: London Area

Category: other-general

Contractor Payroll Administrator 12 month Maternity Cover Contract London Join our dynamic team as a Contracts Payroll Administrator on a 12 month contract. This a pivotal role responsible for the precise and timely processing of payroll for our diverse contracted workforce at Harvey Nash. As a key player in our organisation, you will collaborate seamlessly with colleagues across the UK, Ireland, and Australia. Reporting to the Payroll Team Lead, you will be part of a vibrant team of 10.

The Role: Payroll: Process weekly & monthly payments for a variety of Ltd Company and Umbrella contractors. Manage timesheet & expense entry from various client portals. Ensure accurate payroll by completing necessary administrative tasks. Run payroll reports and reconcile payrolls. Apply correct VAT to all payments. Upload costs to Microsoft Dynamics, our financial system. Send out Self-Bills to all PSC's & Umbrella Companies. Take ownership of the end-to-end payroll process.

Invoicing: Generate client sales invoices based on specific requirements. Upload client sales invoices to Microsoft Dynamics. Reconcile client Self-Bill invoices. Collaborate with Consultants, Credit Control, and Compliance teams to resolve invoice discrepancies.

Customer Support: Manage payroll and system support inboxes within set SLAs. Administer and support our online Contract Management System (CMS). Act as a business partner, providing high-level service to internal and external customers. Work with consultants to resolve contractor queries regarding payroll and CMS promptly. Serve as a central point of contact in the Finance Department for contractors, MSP teams, and internal staff. Provide support to the wider Finance Team when required.

What do you need to be successful... Attention to detail and a high level of accuracy. Highly organized, attentive, and solution-oriented. Experience in a fast-paced,

customer-focused administrative role is an advantage. Previous PAYE payroll experience is preferred. Strong oral and written communication skills to convey complex information. Understanding the importance of relationships to achieve end goals. Capable of working competently with diverse groups of people, data, and processes, accommodating an ever-changing environment. Proactive approach, using own initiative and a team player. Continuous learner and adaptive to an ever-changing environment. Experience with Excel (pivots, vlookup, formulas). Action-oriented and results-driven - moves quickly and with purpose. In return we will offer you a rewarding career... Opportunities to develop your professional career and expand your network Flexible way of working and hybrid working model to ensure a work-life-balance The opportunity to develop your career with our learning initiatives such as our Power Hours and Global Mentoring Programme throughout your career Transparent and open communication across levels of management The opportunity to make a difference in joining one of our ERG's such as NASH Pride, Women at NASH, EthNASHity and NASHability Summer/Winter Hours – the opportunity for an early finish on a Friday Birthday Day off, Discounted Gym membership, Volunteering day... and more! If you are ready to contribute your expertise to a thriving team and play a crucial role in the world of contractor payroll, we invite you to apply. Join us and be part of a collaborative and innovative environment where your skills and dedication will make a real impact.

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