

HR & Payroll Advisor

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Company: Portfolio HR & Reward

Location: Monument

Category: other-general

Are you an experienced HR Generalist with an understanding of the full payroll cycle?

Do you have experience in processing end to end payroll, benefits, renewals and P11D's?

Our client operates on a global scale and is one of the worlds most diversified general trading companies. If you're looking for a challenging and supportive work environment where you are encouraged to reach your full potential through access to unrivalled training and development opportunities, please read further.

I am looking for an experienced HR and Payroll generalist to join their team in St Pauls, on a temporary-permanent basis.

Working alongside the Payroll Manager, you will provide support to the HR departments, external advisors (legal, payroll and tax professionals), benefits brokers/providers, general managers and staff, business visitors and HMRC to provide administrative support and will support with the processing of payroll.

Salary: £40,000 per annum / £20.00 per hour

Hours: Monday-Friday - 9am-5pm

Responsibilities of HR & Payroll Advisor:

Assisting with the leaver process including all necessary administration work and informing payroll

Typing and amending documents such as reports, letters

Room bookings, including setting up conference facilities.

Inputting data onto the HR Information Systems.

Assisting with GDPR review and compensation related tasks.

Working with external payroll providers for monthly payroll/modified payroll and income tax/National Insurance matters such as Short-term Business Visitors, PSA, P11Ds.

Managing and acting as the main person responsible for benefits.

Managing and processing invoices.

Close liaison with the payroll Manager to ensure on-boarding, exit and other HR transactional work is being processed smoothly.

Development and review of policies in line with UK legal requirements and best practice.

Undertaking key HR projects as identified within the London and Europe offices.

Providing support to subsidiary companies.

Reporting such as headcount reports, data analysis, etc.

Building and maintaining strong relationships with stakeholders both internal and external.

All other general HR admin and support that may be requested by the HR department in order to meet the operational needs of the department.

Skills/Experienced required for HR & Payroll Advisor:

Experience working in a HR department, preferably in a large multinational company.

Experience in using a HR database system.

Experience in recruitment, compensation, and benefits.

Payroll experience

Good verbal and communication skills

Ability to foster good relationships with staff and managers.

Organised and methodical approach

IT skills including Word, Excel, PowerPoint, Outlook

Excellent attention to detail

Discreet and able to handle confidential information appropriately.

Basic knowledge in income tax

Degree Level

CIPD qualified desirable

Don't miss this incredible opportunity to showcase your skills and contribute to their success. Join their team and achieve great things together!

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