

## Interim Senior Payroll Administrator

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Company: Robertson Bell

Location: London

Category: other-general

Are you an experienced payroll professional looking for your next contract? Would you like the opportunity to work for an organisation that provides a life changing support to those in need and has built a very highly renowned name for itself in the charity sector? Are you looking for a flexible and hybrid working pattern? Robertson Bell are supporting this organisation to recruit an Interim Senior Payroll Administrator on a six month fixed term contract, with potential for extension. The head office is based in London and ask that all team members attend the office at least twice per week. The Interim Senior Payroll Administrator's responsibilities include: Reconciling the large Payroll, spotting, and resolving any discrepancies – processing payroll returns. Running monthly pension reports and processing the contributions. Responsible for bringing in new starters and off boarding leavers. liaising between the payroll providers and the employees, raising, or answering any queries - creating the P45s and P60s, distributing these out to the team. This would be a great opportunity for someone who has extensive experience with payroll and is looking to take their next step in their career. The successful Interim Senior Payroll Administrator will have: Experience processing a large and complex Payroll of a minimum of 1, employees. Worked for a not for profit organisation. Strong communication skills, both written and verbal. Ideally have managed a team of Payroll Officers. If this role is of interest, do not hesitate to submit your application as

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