

Part time Payroll Administrator

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Company: Office Angels, UK

Location: London

Category: office-and-administrative-support

Part time Payroll Administrator

3 days per week / Hybrid

Blackfriars

Up to £40,pa FTE PLUS great benefits package!!

Are you an experienced Payroll Administrator looking for a part-time role with amazing benefits? Our client, a dynamic and forward-thinking organisation, is seeking a Part-time Payroll Administrator to join their team. If you have a keen eye for detail, excellent communication skills, and a passion for payroll, this could be the perfect opportunity for you!

As a Part-time Payroll Administrator, you will play a crucial role in reviewing and processing monthly payroll journals for - employees across three branches in the UK, Ireland, and the UAE. You will use your expertise to ensure accurate payroll processing in a timely manner, using Sage accounting software and working closely with an External Payroll Provider. Additionally, you will be responsible for reconciling all payroll accounts, administering the company's benefits package, managing pension payments, and coordinating with HR to maintain employee data.

Key Requirements:

Three to five years' experience in a standalone payroll function

Excellent communication and interpersonal skills to liaise effectively with stakeholders at all levels

Strong knowledge of relevant payroll legislation and a commitment to staying up-to-date with any changes

Confidence in working with numbers and a meticulous approach to reconciliations

Conscientious time-keeping and the ability to adapt to changing priorities

Experience using Sage software is preferred but not essential

Our client values a positive and collaborative working environment, where everyone's contributions are valued. You will be joining a supportive and inclusive team who are passionate about what they do. In return, our client offers a competitive salary of up to £40, per annum (pro-rata for part-time), plus a great benefits package.

If you're a Payroll Administrator looking for a part-time opportunity with a fantastic organisation, apply now! Join our client's team and make a difference in their payroll function.

Office Angels acts as an employment agency for permanent recruitment and an employment business for the supply of temporary workers. Office Angels UK is an Equal Opportunities Employer.

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