

Part Time Payroll Supervisor (20 hours per week)

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Company: Office Angels

Location: Brentwood

Category: other-general

Payroll Supervisor

Brentwood, Essex

£35000 - £40000 pro rata

Monday - Friday, 20 hours per week

Benefits include 28 days holiday inc. Bank Holidays, high street discounts, company events, pension and on-site parking

My client, a successful and well established business based in Brentwood, is looking for a Payroll Supervisor to join them on a permanent basis, working 20 hours per week.

You will be responsible for:

Managing the end-to-end payroll process for 1000+ employees, including data input, verification and processing, distributing payslips via online portal.

Managing onboarding from start to finish, ensuring all the necessary right to work checks are performed.

Managing and assisting the payroll team in the preparation and distribution of reports.

Reconciling the payroll each month to ensure budgets are not exceeded.

Checking all payroll items that are added to the payroll.

Supervising a team of payroll administrators, assigning tasks and providing training where necessary.

Ensuring full compliance with UK legislation related to all statutory payments and deductions.

Keeping informed about changes in UK payroll legislation, regulations, and pension schemes, and adjusting processes and procedures accordingly.

Processing the monthly Pension via NEST and completing any necessary opt outs and refunds via the payroll.

Collaborating with HR and Finance departments to ensure accurate recording and reporting of payroll-related transactions, including employee changes, commissions and expenses.

Addressing payroll-related queries and issues from employees and external stakeholders in a timely and professional manner, providing guidance and support as needed.

Maintaining accurate payroll records and files, ensuring compliance with data protection regulations and safeguarding sensitive employee information.

Developing and implementing policies, procedures, and controls to improve payroll accuracy, efficiency, and compliance, in line with UK best practices and regulations.

Coordinating with external auditors, HM Revenue & Customs, and pension providers during payroll audits and compliance checks.

Participating in cross-functional projects and initiatives related to payroll systems, process improvements, and compliance initiatives, ensuring alignment with UK regulations.

Providing support during payroll software upgrades, implementations, and troubleshooting, ensuring system reliability and data integrity.

Conducting regular reviews of payroll processes and systems to identify opportunities for improvement and efficiency gains, implementing changes as necessary.

Ensuring proper documentation and communication of payroll policies, procedures, and updates to employees and stakeholders, in compliance with UK employment laws. Experience & Qualifications:

Previous experience of running a 1000+ employee payroll.

Supervisory / team management experience.

CIPP level 5.

In-depth knowledge of UK payroll regulations/legislation, pension obligations and best practice.

Excellent attention to detail and accuracy, with strong analytical and problem-solving skills. 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.

By applying for this role your details will be submitted to Office Angels. Our Candidate Privacy Information Statement explaining how we will use your information is available on our website.

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