

Payroll Administrator

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Company: Interaction Recruitment

Location: Crick

Category: other-general

Payroll Administrator

Hours: Monday to Friday 9am to 5pm

Location: Crick

Contract: Temporary to Permanent

Basic Salary: £24,000.00 to £27,000.00 Per Annum

Benefits: 20 Days Annual Leave entitlement plus Bank Holiday, Fantastic career progression, State of the Art Office Working environment and FREE PARKING.

Due to even further growth plans, a fantastic opportunity has risen for a Payroll Administrator to be part of a fun outgoing team and look after end-to-end payroll duties and responsibilities for the business on a Temporary to Permanent basis as a Payroll Administrator.

Payroll Administrator role:

Responsible for collecting information from hours worked to processing payroll for employees
Support senior management team in ensuring salary payments are accurate

Calculating pay in line with deductions where applicable as Payroll Administrator

Inputting data on Payroll system

Liaising with HMRC for all payroll related queries as a Payroll Administrator

Support the HR Team in ad hoc duties and responsibilities

Willingness and flexibility in carrying other additional duties as and when required such as project work etc.

Payroll Administrator Candidate:

A Minimum of 2 years previous payroll experience is ESSENTIAL.

Previous Payroll Administrator experience would be highly advantageous

Experience in using Bright Pay

Excellent communications skills

Ability to work autonomously as well as part of a team

Confident, Enthusiastic with a 'can do' attitude

Interviews: to be held ASAP

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