

Payroll Administrator

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Company: Cherry Professional

Location: Derby

Category: other-general

Payroll Administrator | Derby | up to £29k

We are currently recruiting for a Payroll Administrator to work for a highly reputable and well established business based close to Derby City Centre. This is a fantastic opportunity to develop and enhance your payroll skills within a thriving department.

Responsibilities:

Processing payroll end to end

Calculating deductions, as well as any payment amendments

Submitting pension calculations through to the providers

Reporting through to HMRC with regards to pay details for all employees

Setting up new starters and ensuring all documentation is received

Organising leaver information as required

Dealing with general enquiries coming onto the department

Ideal candidate

Previous end to end experience in payroll, as well as working experience within a Bureau setting would be desirable

Able to manage own workload

Ability to meet deadlines

Good communication skills at all levels

IT literate

Team player

Organised and attention to detail

Cherry Professional are recruiting on behalf of their client

Roles you may have applied for: Payroll Assistant, Payroll Administrator, Bureau Administrator, Bureau Assistant

Cherry Professional are recruiting for this opportunity on behalf of our client. Please view our Privacy Policy on our website to understand how your data will be used if you apply for this role.

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