

Payroll Administrator - Immediate Start

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Company: Search

Location: scotland

Category: other-general

I have an exciting opportunity for an experienced Payroll Administrator to join our clients payroll team on a contract until initially the end of December 2024. This role will be to support the wider payroll team and payroll manager with all aspects of administration and day to day running of payroll.

You will be office based in Prestwick, working Monday - Thursday 8am - 5pm and Friday 8am - 1pm. Once you are fully trained, there will be flexibility to work hybrid. The salary for this position is between £25,000 - £30,000, depending on experience. There is parking available on site.

Responsibility of administering and processing both the Monthly Management payroll and the EIRE payroll ensuring all deadlines are met in order to guarantee our employees are paid on time as per the set payroll calendars. This will be a complex payroll run, as the workers do not work set shifts - they have a variation of shift allowances and patterns, therefore the run will be more complex.

The main tasks for the Payroll Administrator include but are not limited to:

Ensure all timesheets & shift allowances are allocated on payroll for up to 1200 staff members

Check monthly timesheets have been correctly inputted

Checking appropriate ID for Right to Work

Holiday pay calculation for new starts, leavers, change of hours

Run regular reports from WFM after cut off to ensure all leavers & salary decreases are captured

P45's

Answer telephone / email queries relating to payroll

To be considered for this role you must have:

Experience working in a fast paced commercial environment

Good verbal and written communication skills

Proficient in Word, Excel and Outlook

Solid attention to detail and sense of urgency

Adaptable, strong work ethic and a good team player

If you feel you have the correct experience for this role and are available to start immediately/ 1 week, then please apply now or contact Kellen in the Glasgow office on (url removed) for further information.

Search is an equal opportunities recruiter and we welcome applications from all suitably skilled or qualified applicants, regardless of their race, sex, disability, religion/beliefs, sexual orientation or age

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