

Payroll Administrator

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Company: SF Recruitment

Location: Nationwide

Category: other-general

PAYROLL ADMINISTRATOR

£28,000 - £30,000 FTE DOE

ARNOLD, NG5

PART TIME, PERMANENT, 20HRS P/W

SF Recruitment are currently recruiting for a part-time Payroll Administrator on a permanent basis to join a growing business based in North Nottinghamshire.

Job Role & Responsibilities:

- Reviewing and amending as necessary excel based timesheets for processing into payroll
- Managing SSP, SMP etc
- Making various timely monthly payments eg attachment of earnings, pension contributions
- Setting up new employees on payroll
- Processing leavers and issue of related P45's
- Loading payment files to banking system
- Providing ad hoc reports on payroll information for various purposes including monthly accounts
- Providing information and answering employee questions about payroll related matters
- All aspects of company pension scheme, including enrolment and calculating payments to the pension provider

Experience & Skills:

- Experience of payroll process from start to finish (Weekly & Monthly)
- Experience of dealing with large payrolls
- Ability to run payroll unsupervised
- Good Excel skills and ability to export data from sage payroll for reporting
- Strong numerical skills, must be able to manually check and calculate payroll data
- Strong data entry and record keeping skills

If you're interested in applying for this 'Payroll Administrator' role, please apply within.
Alternatively, please send your CV to (url removed) along with your salary expectations

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