

Payroll Administrator - Part Time 22.5 Hours

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Company: Payroll

Location: United Kingdom

Category: business-and-financial-operations

Job Start Date: ASAP

Part-Time Payroll Assistant

Salary: up to £28,000 Full Time Equivalent

Job Summary

Portfolio Payroll are currently working with a large facilities management organisation client in the Newcastle area who are currently recruiting for a Payroll Assistant to join their team. Working for an established business and on a part time basis, the client is looking for someone to work between up to 22.5 hours a week.

Reporting into the payroll manager you will be responsible for processing a high-volume weekly payroll as part of a team.

* Role itself is office based – working from the Newcastle office in North Shields

Desirable skills and attributes:

- * Running Payroll
- * Resolving errors
- * Running multiple payrolls
- * Deductions – Tax/Ni
- * Autoenrollment
- * Queries
- * Processing SSP/SMP/SPP
- * Manual calculations
- * High volume payroll

* LGPS beneficial

Benefits

* 33 days holidays FTE

* Employee discount portal

* Pension Scheme

* Free Parking on-site

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