

Payroll Administrator

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Company: Wild Berry Associates

Location: St Albans

Category: other-general

An exciting opportunity has come up for a payroll administrator!

Our client is looking for a payroll administrator to be responsible for processing end to end payrolls. Who has strong numeracy skills and be able to multitask effectively. An outstanding payroll administrator who is able to manage all aspects of payroll in a timely and accurate manner.

Location: St Albans

Salary: 30k

Payroll Administrator Responsibilities:

Providing information and answering questions about payroll related matters.

Calculating payable hours, commissions, bonuses, holiday pay, statutory payments, and deductions.

Preparing and issuing earnings statements.

Maintaining employee records.

Coordinating with your clients to ensure correct employee data.

Processing pensions. Payroll Administrator Requirements:

Experience with IRIS payroll software is desirable.

Experience working in a payroll role.

Proficiency in Microsoft Office.

Strong numerical aptitude and attention to detail.

Excellent communication skills, both verbal and written.

Good time management and organisational skills.

Working knowledge of relevant legal regulations.

Desirable knowledge of TPS, LGPS

Successful candidates will be contacted within 5 working days!

Please note that no terminology in this advert is intended to discriminate on the grounds of a person's gender, marital status, race, religion, colour, age, disability or sexual orientation.

Every candidate will be assessed only in accordance with their merits, qualifications and ability to perform the duties of the job

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