

Payroll Administrator

[Apply Now](#)

Company: First Recruitment Services

Location: Uckfield

Category: other-general

Payroll Administrator

Full time permanent role - office hours Mon-Fri

Uckfield - close to town centre area and train station

Salary: £30000-£32000 depending on experience plus excellent company benefits

This is a great opportunity to join an excellent organisation for those with thorough knowledge / experience in a payroll position.

The role:

PAYROLL ADMINISTRATOR

Based in a small and friendly payroll team in Uckfield, you will have current payroll experience and be confident in managing a diverse client portfolio (consisting of weekly, fortnightly and monthly payrolls), dealing with all client queries.

You will have working knowledge of computerised payroll software (my client use PayCircle and will provide comprehensive training).

Duties / Responsibilities

Liaising with clients and entering payroll data accurately

Reconciling payroll to client data, getting client approval as appropriate and issuing payroll reports & payslips

Preparing payroll journals

Reconciling weekly and monthly PAYE figures

Preparing BACS files

Administering Pension Auto-enrolment including making appropriate declarations to The

Pensions Regulator.

Producing and distributing pension scheme returns, including notification of changes in members status and uploading to pension provider

Dealing effectively with queries from clients and HMRC

Skills and experience required:

Excellent numeracy skills

Thorough knowledge of payroll related legislation such as PAYE, National Insurance, family leave & pay, etc.

Ability to manually calculate payroll results and explain calculations/breakdown to clients

Good understanding of pension schemes and rules

Evidence of being a proactive, hands-on team player who is confident in working to changing priorities in a busy department

Working knowledge of a computerised payroll software

This is an excellent opportunity to join a superb employer who offer a great environment in which to work

Please apply now for immediate consideration

Wild Recruitment Ltd T/A First Recruitment Services is acting as an employment agency on behalf of this vacancy

[Apply Now](#)

Cross References and Citations:

1. [Payroll AdministratorEnvironmentaljobs Jobs Uckfield Environmentaljobs ↗](#)
2. [Payroll AdministratorSeojobs Jobs Uckfield Seojobs ↗](#)
3. [Payroll AdministratorUsajobsfinder Jobs Uckfield Usajobsfinder ↗](#)
4. [Payroll AdministratorRiyadhjobs Jobs Uckfield Riyadhjobs ↗](#)
5. [Payroll AdministratorDataanalyticsjobs Jobs Uckfield Dataanalyticsjobs ↗](#)
6. [Payroll AdministratorGardeningjobsJobs Uckfield Gardeningjobs ↗](#)
7. [Payroll AdministratorJapanjobsJobs Uckfield Japanjobs ↗](#)
8. [Payroll AdministratorTopjobsearch Jobs Uckfield Topjobsearch ↗](#)

9. Payroll AdministratorHungaryjobsJobs Uckfield Hungaryjobs↗
10. Payroll Administrator HungaryjobsJobs Uckfield Hungaryjobs↗
11. Payroll Administrator VancouverjobsJobs Uckfield Vancouverjobs↗
12. Payroll Administrator AfricajobscentralJobs Uckfield Africajobscentral↗
13. Payroll Administrator Londonjobscareer Jobs Uckfield Londonjobscareer ↗
14. Payroll Administrator Germanyjobs Jobs Uckfield Germanyjobs ↗
15. Payroll Administrator Searchamericanjobs Jobs Uckfield Searchamericanjobs ↗
16. Payroll Administrator MaxillofacialjobsJobs Uckfield Maxillofacialjobs↗
17. Payroll Administrator Sqljobs Jobs Uckfield Sqljobs ↗
18. Payroll Administrator Botanyjobs Jobs Uckfield Botanyjobs ↗
19. Payroll administrator Jobs Uckfield ↗
20. AMP Version of Payroll administrator ↗
21. Payroll administrator Uckfield Jobs ↗
22. Payroll administrator Jobs Uckfield ↗
23. Payroll administrator Job Search ↗
24. Payroll administrator Search ↗
25. Payroll administrator Find Jobs ↗

Source<https://uk.expertini.com/jobs/job/payroll-administrator-uckfield-first-recruitment-se-2818-37311/>

Generated on: 2024-04-29 by Expertini.Com