

## Payroll Administrator

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Company: Early Years Alliance

Location: United Kingdom

Category: office-and-administrative-support

The Early Years Alliance is the largest early years membership organisation and voluntary sector provider of quality affordable childcare and education in England. An educational charity, the Alliance represents the interests of member settings who deliver care and learning to over 800,000 families every year.

Before you read further about this vacancy, we would like you to think about the below questions:

Do you have experience of working in finance and/or payroll environment?

Are you able to work both on your own initiative and with a team?

Do you have excellent customer service skills?

Are you looking for a part-time, home-based role?

If you answered yes to the above questions then we may have an fantastic opportunity for you, as the Early Years Alliance are looking to hire a Payroll Administrator to join our well-established payroll team, working to provide payslip services to over 300 clients. Other duties include:

To contact settings by telephone email and letter, dealing with day-to-day queries and enquiries and processing of payroll.

To maintain accurate records.

Setting up new groups and employees.

To support the Business Manager/Payroll Officer to maintain and develop efficient administration of the payroll system.

Raising invoices and producing correspondence.

**Benefits:**

25 days annual leave plus 8 bank holidays, pro rata for part time employees

Additional annual leave for long service

Enhanced sickness pay.

Employer and employee contribution pension scheme

Birthday leave so you can have a day off for your birthday dedicated to you and your well-being.

Regular access to internal and external learning and development opportunities

A Recruitment Referral Payment Scheme, giving you an introductory payment of up to £300 if someone you have referred to the Alliance takes up a role in the charity.

Vitality membership wellness and fitness app – including lots of great health benefits, rewards, telephone, and face to face counselling.

Savings of up to 25% on O2 Refresh Airtime Plan on any new phone or tablets.

A dedicated mental health First Aider to support your mental well-being.

**Essential criteria:**

Evidence of knowledge and experience of working in a finance / payroll environment.

Experience of working with payroll systems.

Experience of effectively using Microsoft Office 365 and databases and to produce reports and correspondence.

Good organizational skills with a methodical and accurate approach.

Good attention to detail. Proven ability to communicate effectively in person and in writing.

**Hours per week: 28**

**Weeks per year: 52**

**Virtual interview date: Tuesday 26th September 2023**

*This role is home-based.*

Please note our virtual interviews take place via Microsoft Teams, you may need to download this prior to your interview.

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