

Payroll Administrator

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Company: ProPharma Group

Location: United Kingdom

Category: office-and-administrative-support

For the past 20 years, ProPharma has improved the health and wellness of patients by providing advice and expertise that empowers biotech, med device, and pharmaceutical organizations of all sizes to confidently advance scientific breakthroughs and introduce new therapies. As the world's largest RCO (Research Consulting Organization), ProPharma partners with its clients through an advise-build-operate model across the complete product lifecycle. With deep domain expertise in regulatory sciences, clinical research solutions, quality & compliance, pharmacovigilance, medical information, and R&D technology, ProPharma offers an end-to-end suite of fully customizable consulting solutions that de-risk and accelerate our partners' most high-profile drug and device programs.

Essential Functions:

To support the payroll team with the full end to end UK payroll processing.

Regular communication with the HR department, along with other managers to ensure that all relevant payroll information is captured and processed efficiently.

To ensure all processing is documented and filed correctly.

Managing of the payroll inbox to answer payroll related queries in a timely manner.

Keep up to date with company training and learning activities.

To support other members of staff with any ad hoc duties as requested.

Support the payroll manager and other senior managers with any ad hoc duties as

requested.

Skills & Abilities:

Strong knowledge of full UK end to end payroll processing.

Strong knowledge of payroll legislation and best practice.

Strong understanding of UK PAYE and statutory payments.

Strong attention to detail and accuracy.

Ability to prioritise own workload and work well under pressure to meet deadlines.

Ability to manually calculate payroll data including over and under payments if required.

Good understanding of GDPR regulations to ensure sensitive payroll data is shared and stored correctly.

Solid understanding of UK auto enrolment and pension processing.

Excellent communication, numerical and problem-solving skills and accustomed to dealing with internal and external parties.

Good working knowledge of Microsoft applications to include Outlook, Teams and excel.

Proven strengths in integrating as part of a specific team supporting other team members and working collaboratively towards common goals whilst appreciating the contribution to the wider organisation.

Capability to work independently and efficiently as a remote worker.

Experience & Education:

Minimum of English Language and Maths GCSEs at grade C/4 or equivalent.

Recognised UK payroll training qualifications or proof of relevant experience.

CIPP membership would be advantageous.

Experience of expatriate and international payroll processing would be advantageous but not essential.

Minimum of 4 years full end to end UK payroll experience.

Proficient in using HRIS/HCM payroll systems, Workday experience would be advantageous.

We celebrate our differences and strive to create a workplace where each person can be their authentic self. We are committed to diversity, equity, and inclusion. Employees are encouraged to unleash their innovative, collaborative, and entrepreneurial spirits. With a holistic approach as an Equal Opportunity Employer, we provide a safe space where all employees feel empowered to succeed.

***ProPharma Group does not accept unsolicited resumes from recruiters/third parties.

Please, no phone calls or emails to anyone regarding this posting.***

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