

# United Kingdom Jobs Expertini®

## Payroll Analyst

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Company: Arrow Electronics

Location: United Kingdom

Category: office-and-administrative-support

**\*Position:** Payroll Analyst **\*Job Description:** You will be working together with a team of professionals, supporting the UK and Ireland part of the team who processes 34 countries across Europe, Middle East and Africa. You will be focusing on: **\* Managing the payroll process conducted by Arrow's external partners by collecting, checking and processing payroll input data, \* Assisting with the preparation of the monthly payroll reconciliations and control reports, \* Ensuring the accuracy of payroll data, \* Dealing with input and instructions, \* Providing payroll output data to Finance in a timely manner, \* Preparing reports for HR and Finance, \* Resolving employee queries or coordinating solution with payroll vendor, \* Possibility of participation in interesting payroll related projects.** **\*Who are you:\*\* You have previous experience in payroll, HR or administrative area (having the knowledge of UK Payroll and statutory deductions would be an asset) \* You speak English fluently, \* You pay attention to the details and feel comfortable working with tight deadlines (excellent analytical skills), \* You feel comfortable working with tight deadlines, \* You know how to prioritize, manage time and work effectively \* You have excellent communication and analytical skills, \* You have strong Excel Skills (Vlookup, Pivot Tables, Etc.) **\*What we offer\*\* Permanent job contract after probation period \* Private medical healthcare after service length \* Friendly work atmosphere** **\*Location:** UK-Harlow, United Kingdom (Kao Park Hockham Way) **\*Time Type:** Full time **\*Job Category:** Human Resources**

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