

Payroll and Benefits Administrator

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Company: PharmaLex

Location: United Kingdom

Category: business-and-financial-operations

Your Job

Benefits tasks include:

Monthly pension reconciliation.

Respond to payroll, pension and benefits queries promptly and amend as necessary.

Administer the monthly exchange of employee and benefits data between the internal systems, external benefits platform and the outsourced payroll.

Maintain the external Benefits Total Reward platform.

Responsible for benefits administration and liaison with retained Benefits broker.

Payroll tasks include:

Answering employee questions about their benefits and monthly payslip.

As a member of the Payroll/HR team, you will be expected to manage the multi group UK payroll and act as interface with outsourced Payroll bureau and Benefits brokers.

Calculation of all variable pay elements for monthly payroll submission, including holiday, sick, maternity and paternity leave payments etc and Starters and Leavers.

Produce payroll information and reconciliations; including the recording of payroll data for finance and group reporting.

Misc tasks include:

Assist with all year end processes P11D, P60s

Checking timesheets to see how many hours employees/Workers have worked.

Managing monthly Absence calculation and reconciliation.

Processing all new starters and leavers.

Act as point of contact for employee benefit and payroll.

Working with the HR team to provide support with ad-hoc tasks/projects as needed.

Your Profile

Experience administering employee benefits, pensions, and payroll with a strong understanding of processes.

Minimum of 3 years' experience in a payroll position in a similar sized entity.

Working autonomously, able to problem solve and demonstrate operational and strategic skills.

Ability to work in a fast-paced environment.

Ability to work in a team.

Attention to detail.

Excellent communication both written and verbal.

Excellent MS Office skill in particular excel skills (data sheets).

High levels of integrity and confidentiality.

Strong organisational and time management skills.

Strong numeracy skills.

We offer

25 days holiday plus BH (increasing to 27 after qualifying service).

8% employer pension contribution.

An opportunity to work within an organisation with a positive work/life balance environment.

Continuous development opportunities through knowledge and experience as well as training.

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