

Payroll Assistant

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Company: Page Personnel

Location: Redhill

Category: office-and-administrative-support

Exciting opportunity for an experienced Payroll Assistant

Exciting opportunity for an experienced Payroll Assistant

About Our Client

Exciting opportunity for an experienced Payroll Assistant in Redhill

Job Description

Coordinate and execute end-to-end payroll processing for all employees.

Ensure accurate calculation and timely distribution of salaries, bonuses, and other compensation components.

Verify and process payroll deductions, including taxes, benefits, and other withholdings.

Prepare and submit payroll tax reports, ensuring compliance with relevant laws.

Generate and analyse payroll reports for management and auditing purposes.

Administer employee benefits related to payroll, such as health insurance, retirement contributions, and other deductions.

Collaborate with HR to ensure accurate and up-to-date employee records.

Investigate and resolve payroll discrepancies and issues.

Respond to employee inquiries regarding payroll matters in a timely and professional

manner.

Identify opportunities for process improvement and automation.

Implement best practices to enhance payroll accuracy and efficiency.

The Successful Applicant

Proven experience within a similar Payroll position

Thorough understanding of payroll principles, tax regulations, and benefits administration.

Proficiency in payroll software and Microsoft Excel.

Excellent analytical and problem-solving skills.

Strong attention to detail and ability to maintain confidentiality.

May be working towards an Accountancy Degree

What's on Offer

Payroll Assistant

£26K-30K DOE

Company Pension

Holiday Entitlement

Flexible Hybrid Working

Additional Company Benefits

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