

Payroll Clerk

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Company: TurnerFox Recruitment

Location: Sutton in Ashfield

Category: other-general

Payroll Clerk - Fully office-based role full time and part time opportunities

Sutton in Ashfield

Varied salaries form c£25-28k Depn on experience.

We have several opportunities for experience payroll processors both full and part time opportunities in and around Nottinghamshire.

The roles of Payroll processing clerk will involve:

Collation and preparation of a weekly and monthly payroll

Processing pensions, SSP, SMP, SPP, national insurance, income tax and other statutory deductions.

Calculation of monthly overtime hours, accurately recording staff absences, and producing reports

Setting up new starters and processing leaver documentation and final payments and

P45's

Company benefit administration preparation of P11D's, Year End Payroll procedures issuing P60'S

Ensuring all payroll and HR records kept accurate and up to date. The skills and experience requirements for the role Payroll processing clerk are:

Previous experience within a payroll role

Experience producing high volume payroll runs.

High attention to detail and the ability to manage own workload.

Good use of MS Office including Excel

The ability to work within the office full time Don't miss out apply today!!

Unfortunately, due to the volume of applications received we are unable to respond with feedback to all applicants. If you have not heard from us via telephone or email within 3 days, please assume that your application has been unsuccessful on this occasion.

Thank you for applying with us. TurnerFox Recruitment Team

Keywords for this role: Payroll officer / payroll assistant / payroll administrator / payroll clerk / wages clerk / payroll processing clerk / payroll

We have several vacancies within payroll within the Mansfield, Hucknall and Kirkby areas.

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Cross References and Citations:

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