

## Payroll & HR Administrator

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Company: Henderson Brown Recruitment

Location: Hitchin

Category: other-general

### Payroll & HR Administrator

Office based working in the HR team, this is a multi-faceted HR support role where you will be equally involved with HR & Payroll. Perfect for a HR professional who enjoys processes and payroll but also wants to be involved with generalist HR and work collaboratively across the business.

#### Payroll Duties:

- \*Compile monthly reports, including data changes and absence, and input data onto monthly pay spreadsheet.
- \*Prepare reports on employee entitlement to SSP.
- \*Receive and verify time sheets from line managers, checking for accuracy and input final data onto monthly pay spreadsheet.
- \*Input changes such as salary adjustments, bonuses, or overpayments/underpayments.
- \*Participate in yearly pay review process, passing initial data to finance for processing and updating HRMS.
- \*Distribute initial pension paperwork and private medical documentation, as applicable.
- \*Address employee inquiries related to payroll matters.

#### HR Duties:

- \*Coordinate end-to-end recruitment processes.

- \*Administer HR processes for new hires and departures, ensuring smooth transitions.
- \*Maintain accurate records using multiple HR systems.
- \*Organise occupational health services across all sites to support employee well-being.
- \*Facilitate Company training and Employee Forums to enhance professional development and engagement.
- \*Generate HR reports, KPIs, and trackers to inform decision-making.
- \*Undertake HR projects.
- \*Support learning and development initiatives and engagement activities across the business.

Experienced required:

- \*Experience with payroll is essential.
- \*Generalist HR knowledge is essential.
- \*Confident HR systems and Payroll software user
- \*You'll be a 'people' person and work collaboratively with colleagues.
- \*You will have a valid driving license and access to your own transport

Benefits on offer:

- \*A competitive salary
- \*25 days annual leave plus bank holidays
- \*Life insurance x2 annual salary
- \*The option to purchase additional holiday every week (up to 5 days)
- \*Free parking

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