

Payroll Officer

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Company: Frazer Jones

Location: London

Category: office-and-administrative-support

Payroll Officer – £200 per day – 6 month FTC to perm – Marylebone

My client is a leading name within the financial services world.

Currently they have an exciting opportunity for a UK proficient Payroll Officer to join them on a 6 month FTC that has every possibility of being made permanent.

To be considered successful, the ideal applicant must –

- be proficient on ADP Freedom or ADP IHCM
- have an intermediate level of Excel and in particular be able to work with v-look ups and pivot tables
- enjoy working in a small team
- have a high attention to detail
- be well versed in working out manual calculations
- be seeking a permanent role ultimately
- be up to date with UK payroll statutory requirements
- be flexible to work from the office 3 days per week

The SR Group (UK) Limited is acting as an Employment Agency in relation to this vacancy.

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