

## Payroll Officer

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Company: Medlock Partners

Location: Manchester Area

Category: other-general

Payroll / Pensions Officer Manchester City Centre (Hybrid) Salary up to £27,000 Medlock Partners are partnering with a leading organisation in the UK with office across the nation, currently recruiting for a Payroll Officer to join their team in the Manchester City Centre office. To be successful in this role you will need to have an organised approach to tasks and the ability to prioritise work effectively to ensure deadlines and assigned goals are met. Great attention to detail and high accuracy is also a must. Reporting to the Payroll Manager as Payroll/Pensions Officer your main duties will include: Process/check adjustments to employee payments, deductions and pensions in an accurate and timely manner Undertake manual calculations of the effect of payroll and pension changes using analytical skills Undertake accurate and appropriate checks for all payroll and pension processes to ensure robust application of contractual, statutory and audit requirements Support with meeting all statutory reporting, record keeping and administration requirements relating to all payrolls and pension schemes, including the production and distribution of payslips, P45's and p60's Support the Pensions Officer with meeting the needs of the organisation Ensuring accurate and timely payment of salaries and pensions by applying contractual and statutory requirements and internal policies Contributing to continuous improvements in payroll and pension processes and their links with wider organisational processes Key requirements for the Payroll/Pensions Officer: Experience of processing complex monthly payrolls with a large volume of employees Ability to use Microsoft office applications to an intermediate standard Ability to undertake manual calculations in line with legislation A good knowledge of payroll and pensions legislation coupled with the ability to respond to and apply

mandated changes Experience of delivering a customer focused in-house payroll service This role comes with an excellent benefits package as well learning and development opportunities, 28 days' paid holiday a year, increasing with each year of service up to 30 days. Plus the option to buy or sell additional holidays and spread the cost, Hybrid work, Life Assurance, competitive Pension Scheme and so much more! For further information on this role please contact Anna Glapiak. Medlock Partners are a professional services recruitment specialist operating across the Northwest of England. We are proud to be an equal opportunities employer and encourage applications from candidates of all backgrounds and circumstances, including minorities and those with disabilities. Please note our advertisements use years' experience and salary levels purely as a guide. We are happy to consider applications from all candidates who are able to demonstrate the skills necessary to fulfill the role. If you do not hear from us within 48 hours please assume that your application has been unsuccessful on this occasion

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