

Payroll & People Advisor

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Company: Care Managers

Location: Chelmsford

Category: office-and-administrative-support

Job Description

Exciting Career Opportunity: Payroll & People Advisor - Join Our Client in the Public Sector

Fixed Term, Full Time

Up to £28,432 per annum

Location: Chelmsford

Working Style: Anywhere worker

Please note this is a fixed term contract opportunity until 30th June 2024. You will be required to attend the office 1 day a week, the remainder of the week can be worked remotely.

We are delighted to present a fixed-term contract opportunity for a Payroll & People Advisor on behalf of our client in the public sector, with a competitive salary of up to £28,432 per annum. This pivotal role is stationed in Chelmsford, offering a flexible 'Anywhere Worker' arrangement with minimal office attendance required.

Role Insights:

Spearhead high-quality payroll functions within the People and Transformation segment, leveraging innovative technology for enhanced user support and self-service.

Expertly manage a breadth of transactions and payroll inquiries, ensuring adherence to deadlines.

The Payroll & People Advisor will provide a high-quality payroll and a customer focused transactional service. Using a depth of business knowledge in dealing with a high volume of diverse transactions and working to strict deadlines. With responsibility for resolving payroll queries and performing an analytical processing role within one or more payroll disciplines.

You will provide support and resolutions quickly and efficiently at the first point of call.

Essential Criteria:

Profound grasp of HMRC legislations, alongside comprehensive knowledge of tax, national insurance, and pensions.

Proven expertise in payroll system operations and understanding of statutory payments.

Exceptional communication prowess and a customer-centric approach.

Minimum education of RQF level 3 (GCSE) or equivalent, with a commitment to professional development.

Why Join Our Client?

Be part of a diverse and vibrant region, from historical towns to scenic coastal areas.

Our client is a Disability Confident Leader, dedicated to inclusive hiring practices, including special considerations for disabled applicants, veterans, and care leavers.

Your Next Steps:

If this role sparks your interest, we encourage you to apply via this platform. Embrace the opportunity to contribute to a team focused on delivering excellence and surpassing

customer expectations.

Additional Information:

The position may necessitate registration with the DBS update service, aligning with employment requirements.

Seize the opportunity to enhance your career within the public sector. Apply today!

Requirements

- Experience of working in the community setting including rehabilitation, minor and major adaptations and equipment provision
- Experience of a variety of occupational therapy interventions

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Cross References and Citations:

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