

Payroll Specialist

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Company: Page Personnel

Location: Redhill

Category: office-and-administrative-support

New exciting Payroll Specialist position in Redhill

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About Our Client

New exciting Payroll Specialist position in Redhill

Job Description

Liaise with HR to ensure data received is complete and accurate.

Assist in the checking of payroll data input.

Oversee the end-to-end accounts payable process and ensure adherence to company policies and procedures.

Prepare, check and process manual payments.

Able to calculate Statutory Maternity Pay, Shared Parental Pay, Statutory Paternity Pay and Statutory Sick Pay.

Assist with the various controls governing the payroll processes and offer solutions and ideas to maintain excellence.

Ensure timely and accurate processing of payments, including international transactions.

Comply with HMRC legislation at all times.

Implement best practices to enhance efficiency and accuracy.

Keep abreast of legislative changes and propose any necessary changes to ensure best practice and compliance.

The Successful Applicant

Payroll experience in a similar sized organisation.

The ability to prioritise own workload to meet deadlines

Numeracy skills and attention to detail

Good working knowledge of Microsoft Outlook, Excel (Lookups, formulas and pivot tables) and Word.

Have an in-depth knowledge of HMRC regulations

May be working towards an accountancy degree

What's on Offer

Payroll Specialist

Competitive Salary

Flexible Hybrid Working

Pension

Holiday Entitlement

Additional Company Benefits

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