

## Payroll Specialist

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Company: Page Personnel

Location: United Kingdom

Category: office-and-administrative-support

Payroll Specialist

Based in Birmingham

### About Our Client

Our client is a leading player in the energy and natural resources sector, with over 2,000 employees across the globe. The company prides itself on its commitment to innovation and sustainability, maintaining a strong focus on delivering high-quality services to its diverse range of clients.

### Job Description

Processing payroll for employees within set deadlines.

Updating payroll records by entering changes to employee profiles.

Resolving payroll discrepancies and answering employee payroll queries.

Preparing reports for upper management, finance department and auditors.

Complying with federal, state, and local legal requirements by studying existing and new legislation.

Reviewing and verifying source documents for accuracy and completeness.

Maintaining confidentiality of all payroll information.

### The Successful Applicant

A successful Payroll Specialist should have:

A degree in Accounting, Finance or a related field.

Proficiency in Microsoft Office Suite, especially Excel.

Excellent attention to detail and accuracy.

Strong communication and interpersonal skills.

Knowledge of payroll software and systems.

### **What's on Offer**

A hybrid working model, offering flexibility and work-life balance.

A positive company culture that promotes professional growth and learning.

Generous holiday leave.

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