

Senior Payroll Administrator

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Company: Frazer Jones

Location: London Area

Category: business-and-financial-operations

Payroll Senior Administrator – £50,000 – £52,000 + Bonus – Docklands (London) Frazer Jones are delighted to be supporting a leading name within financial services on the recruitment of a Payroll Senior Administrator to join the business on a permanent basis. Our client is offering hybrid working (2 days required into the office 3 from home) The Role: Coordinate, administer, and process monthly and ad hoc multi-jurisdictional payrolls. Ensure timely and accurate payment to all employees within each jurisdiction. Serve as the primary point of contact for all payroll-related inquiries. Adhere to company processes and controls, meeting 100% accuracy targets. Comply with jurisdictional legislation and regulations. Compile system data reports to review and verify adjustments before payroll processing. Identify and communicate queries or anomalies to relevant stakeholders for resolution. Record, manage, and process new hires, terminations, and changes to employee data accurately. Generate payroll reports and conduct self-reviews for accuracy before submission. Collaborate with third-party payroll providers, ensuring timely provision of accurate information. Review payroll reports prepared by outsourced providers for accuracy and alignment with adjustments. Prepare funding reconciliations and instructions for Finance for timely payroll funding. Monitor bank accounts to verify timely clearance of payroll funding. Maintain accurate and well-organized payroll records. Skills required: Strong excel knowledge Strong start to finish payroll exposure

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