

Senior Payroll & Benefits Officer

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Company: Frazer Jones

Location: City Of London

Category: business-and-financial-operations

Senior Payroll & Benefits Officer – £50,000 + Bonus & 10% Pension – City of London
Frazer Jones are delighted to be supporting a leading name within financial services on the recruitment of a Senior Payroll & Benefits Officer to join the business on a permanent basis. Our client offers hybrid working (2 days in the office 3 from home)
The Role: Payroll: * Process monthly payroll data and deliver it to the external payroll provider within agreed timelines. * Ensure accurate and timely entry of new hires, changes, and terminations in the payroll system. * Collaborate with the payroll service provider to address data-related queries. * Support the Payroll and Benefits Manager in verifying monthly pay runs. * Ensure expatriate payroll processes are completed and payments are made on time. * Assist in administering the shadow payroll for relevant employees. * Support the Payroll and Benefits Manager in managing short-term business visitor administration. * Work closely with the HR team to provide a seamless HR/payroll experience for employees. * Monitor the Reward mailbox and respond to employee payroll queries promptly. * Stay updated on statutory and legislative changes affecting payroll to enhance service delivery. * Address employee queries regarding the company's benefits. * Ensure accurate application of benefit changes in payroll. * Assist in reconciling benefit submissions against payroll each month. * Administer the Flex Benefits portal, including onboarding new employees and managing the monthly benefit window process. * Provide benefits information to new employees as part of their induction. Prepare and reconcile the monthly Pension report for submission to external stakeholders. * Support the Payroll and Benefits Manager in updating and maintaining accurate Reward-related content on the HR Intranet page. * Handle the processing of HR-

related invoices.* Generate ad-hoc reports from the payroll software as needed.

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