

## 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 on boarding 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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