

Job Title: Payroll Administrator

Location: Leeds

Department: Payroll

Reports to: Payroll Director

Duties and Responsibilities

Payroll Duties

- Collating payroll information for different employers and dealing with any queries. Payrolls may be weekly, two weekly, monthly or annually.
- Calculating and input of payroll information to meet tight deadlines
- Liaising with HM Revenue & Customs
- Calculating SSP, SMP and any other statutory payments
- Liaising with managers and team members with payroll enquires and reporting
- Adding new starters and recording leavers with appropriate forms
- Dealing with pension deductions and payments in line with the pension scheme
- Recording and monitoring holidays and keeping diaries up to date

General Administrative Duties

- Maintaining files, records and department database
 - Scanning payroll files into document centre
 - Dealing with any ad hoc queries
 - Tasks on spreadsheets/word documents to complete for analysis tasks helping towards team development
 - Organisational tasks to help the manager and team members
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Skills and Personal Qualities

Desired skills

- Ability to work independently and under pressure
- Can prioritise workload effectively
- Ability to communicate with a wide range of people such as team members, clients and occasionally employees on the payrolls
- Clear and concise – written and verbal communication
- Literate and numerate

Personal qualities

- Good attention to detail
 - Ability to work on own & as part of a team providing a positive input to others
 - Maintain a professional and helpful manner
 - Willingness to learn and apply new skills
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Skills and Personal Qualities Continued

Required

- Maths and English GCSE A-C or equivalent
 - Has experience using Sage 50 payroll
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How to Apply

Candidates

To arrange an informal conversation or further information, please contact:

Jessica Haunch, Payroll Director:

Jessica@hentons.com

To apply, please send a copy of your CV and a Covering Letter to:

careers@hentons.com

Recruitment Agencies

All queries, submissions and contact from Recruitment Agencies must be directed through our Human Resources Manager, using the following email:

careers@hentons.com