

Payroll Officer Vacancy

- To take responsibility for the day to day running of the weekly payroll for 300+ employees.
- To ensure payroll is accurately processed and maintained.
- To review and upload piece rate calculations to the payroll.
- To ensure all payroll records are maintained including timesheets, payslips, pension records, P35's, P60's and voluntary deductions etc.
- Liaise with Financial Controller / Human Resource Manager regarding any payroll or tax queries that may arise.
- Maintain employee files and provide timely response to payroll inquiries.
- Produce accurate and professional reports on a regular basis.
- Assisting with year-end duties such as balancing, reconciliations etc.
- Demonstrating a good knowledge of tax and other regulations.

The Ideal Candidate:

- Minimum 2 years' experience in weekly payroll.
- Microsoft excel knowledge preferably to intermediate level
- IPASS qualification desirable.
- Must have strong attention to detail.
- Experience of operating a payroll system.
- Experience of operating both hourly and piece rate pay system desirable.