

Payroll Assistant

Nottingham

We are recruiting for the above key role. Working as part of a dedicated team, this role will encompass a variety of duties:

The ideal candidate will have the following attributes:

- High Level of confidentiality and accuracy.
- Good Interpersonal skills
- Good communication skills both written and verbal.
- Ability to work to tight deadlines.
- Team Player

Qualifications:

- Qualified by experience, OR Studying Professional Payroll accreditation (CIPP)
- 5 GCSE Grade C, including Maths and English.

Experience Required:

- Minimum of 3 years payroll experience using dedicated software.
- Knowledge of Sage Payroll, RTI, Auto-enrolment and salary exchange schemes.
- Competent user of Microsoft Excel and Word.

CORE ACTIVITIES:

Payroll:

To provide support to and cover for the payroll supervisor in the following tasks:

- Process all new starters and leavers plus changes to existing staff details.
- Experience processing multiple payrolls.
- Answer quickly and efficiently any employee payroll queries.
- Calculation of statutory payments such as maternity, paternity and sickness leave.
- Chase and complete P46 Starter information for Inland Revenue.
- Answer queries from government bodies such as IR, DSS and DWP.
- Check the payroll for accuracy and ensure payment deadlines are met.
- Accurate calculation of average holiday pay in line with government guidance.
- Ensure payment of PAYE, National Insurance and other deductions are made on time.
- Salary sacrifice set up and maintenance of starters/ leavers.
- Reconciliation of payroll control accounts.
- Maintaining/update personal data on system.
- Management/ input and control of overtime / commission & bonus payments and ensure all changes. payments have been properly authorised.
- Manage and control of expenses.
- Ability to provide holiday cover for payroll manager when necessary.
- Experience with project managing new software system integration.

Pensions:

- Process all starters and leavers onto the company's pension schemes in line with auto enrolment.
- Ensure pension spreadsheet totals correspond with data on payroll system.
- Provide accurate pension information to employees when required.
- Ensure payment of pensions are made to strict deadlines.

P11D:

- Assist with collating P11D vehicle, fuel and medical benefits information and process.
using payroll software.
- Produce reports for the Inland Revenue and accounts, including departmental breakdowns.
- Send all relevant information to the employees concerned and respond to any queries arising.

OTHER:

- Perform any other reasonable duties that may be required from time to time within the scope of your knowledge, skills, and ability.

Please note this list is not exhaustive

If you believe you have the necessary skills to fulfil this role please send a copy of your current CV and covering letter marked 'Strictly Addressee Only' to **Gemmah Kelly, Payroll Manager at Nottingham Depot** or email to Gemmah.Kelly@impact-handling.com .