

Our client's have an exiting opportunity for a payroll clerk to join our busy Personnel team. The successful candidate will be involved in the continuous development of the payroll department and will have previous experience of working in a similar environment.

**Duties will include:**

- \* Accurately processing two weekly, (seasonal) and monthly payrolls, permanent / merchandisers.
- \* Reconciliation of deductions and payments, SSP, SMP, SPP , Tax and NI etc
- \* Process starters and leavers documents, P45/P46 etc
- \* Liaise with HMRC to ensure correct information is supplied within set deadlines.
- \* Collating statistical information on a monthly basis, e.g. sickness absence, medical appointments etc.
- \* Calculating commission, holiday pay, pension / salary deductions and Reps commission for monthly accounting.

**Ideally you will have the following:**

- A good working knowledge of payroll procedures
- Confidence in solving all payroll queries in a polite and courteous manner.
- Conscientious and hard working attitude with the ability to work to deadlines.
- Good attention to detail whilst prioritising appropriately.
- Experience of maintaining admin records within the Payroll dept and Personnel function.
- Confidentiality
- Excellent IT skills and an effective communicator.
- Knowledge of calculating hours from rosters and swipe card entry data.
- A degree of flexibility regarding working hours

**Hours:** 1566 per annum, 30hrs per week, Monday to Friday,

**Salary:** £11,431.80 for 1566 hours