

PAYROLL AND BENEFITS ADMINISTRATOR

We are an award-winning global manufacturing company currently based in Trafford Park, Manchester (moving to Irlam in 2022/2023) and are currently looking to recruit an experienced Payroll & Benefits Administrator on a full time, permanent basis.

The successful candidate will assist with processing global payroll, which is currently expanding and will therefore be involved in some exciting implementation and improvement projects. This role will currently require the successful candidate to work on site 4 days per week and 1 at home.

Duties of the Payroll and Benefits Administrator Role:

- Full end to end payroll process for two in-house UK Payrolls of approximately 500 employees.
- Starter and leaver process from a payroll system perspective, entering new starters onto the IFS system.
- Calculating statutory and company sick pay.
- Production of pay related reports to assist with payroll verification, analysis and statutory requirements.
- Assisting with improvement, integration, restructure and simplification of Payroll processes and systems for all Group companies.
- Administration and maintenance of the time and attendance system (IFS).
- Admin for 2x US payrolls (currently 20x employees) and German, Australian and Italian Payrolls (4 employees) with our out-sourced payroll bureaus.
- Providing advice on payroll queries in a timely manner.
- Processing of pensions for UK and US.
- Administration of benefits schemes such as the pension, healthcare, insurances and childcare voucher schemes.
- Administration of overseas benefits.
- This job description is a general guideline only.

The post holder may be required to undertake, as and when required, additional tasks and responsibilities that are reasonably compatible with this job description and its objectives.

EDUCATION AND TRAINING

- Strong IT Skills, specifically Microsoft Excel

PERSONAL ATTRIBUTES

- Minimum of 2 years payroll experience
- Used to working in a fact paced environment within a growing company
- Experience of processing in-house payroll
- Knowledge of payroll legislation
- Experience of T & A systems
- Excellent attention to detail
- Mathematical aptitude and numerical skills
- Confidentiality and reliability
- Good time management and very organised
- Excellent written and verbal communication skills
- Ability to maintain absolute discretion and maturity in handling sensitive/confidential data

BENEFITS

- Competitive Salary
- Salary Sacrifice Pension Scheme (ER contribution matching up to 5%)
- Cycle to Work Scheme
- Onsite Restaurant
- Free Parking