

SENIOR PAYROLL ADMINISTRATOR

JOB REF: 0584

Our Client

Due to expansion our client is delighted to announce that they are recruiting for a Senior Payroll Specialist to join their team. This is a contract role for a period of 9-month but the successful candidate will have access to permanent opportunities within the business should they arise within that time.

Job Purpose

The Senior Payroll Specialist is responsible for the processing of the weekly, fortnightly and monthly payroll for a number of sites and posting of payroll related costs to the accounting system.

Responsibilities:

- Processing payroll from the point of receiving payroll data to final payroll payment.
- Compile appropriate supporting documents for all payroll transactions.
- Experience processing company share schemes.
- Ensure all third-party payroll payments are made on time.
- Deal with correspondence from HMRC.
- Prepare and upload payroll nominal journals for posting to the accounting systems Oracle/SAP/Sage on a monthly basis, with support for all journal entries made.
- Prepare and upload payroll related accrual journals for posting to the accounting systems on a monthly basis.
- Prepare reconciliation of all payroll control accounts.
- Provide explanation of monthly movement in payroll control accounts.
- Provide both Internal & External audit support specific to payroll.
- Reconcile and complete year-end returns and submit to HMRC.

Person Specification

- Experience within a payroll position processing multiple-payrolls.
- Ideally applicants should be Part Qualified Accountant or Qualified Accounting Technician.
- Working knowledge of ADP Freedom or similar payroll package.
- Working knowledge of Microsoft Office suite.
- Experience in the financial systems Oracle/SAP/Sage would be an advantage
- Previous experience within a Shared Service environment would be a distinct advantage

Contact Donna McGurk on 028 8676 0044 for a confidential chat or submit your CV via the link.

The Company reserves the right to vary criteria at the shortlisting stage.

Spectrum Employment Solutions is an equal opportunities employer and welcomes applicants from all backgrounds.

DATA PROTECTION

SPECTRUM EMPLOYMENT SOLUTIONS comply with the General Data Protection Regulations (GDPR) and collects, processes and stores all personal data solely for the purpose of finding applicants suitable employment opportunities. By submitting your personal details (CV) to us, you are giving us consent to process and store your data for this purpose. We only share your personal data with third party processors and with potential employers who are essential for us in providing this service.