

PAYROLL MANAGER

JOB REF: 0702

Our client is continuously growing and developing their extensive product range and is one of the largest and fastest growing business in their industry. With a strong focus on innovation the company has grown to a leading position in the marketplace by establishing a reputation for reliable supply of quality specialist products. With such a clear focus on service and support for customers and a strong focus on research and development.

Job Purpose

Reporting to the Group CFO, the Payroll Manager will be responsible for leading the Payroll department in managing a UK payroll of over 1,200 employees, comprising a number of weekly and monthly payrolls. The role will also involve overseeing the implementation of a new fully integrated Payroll and HR System.

Responsibilities:

- Leading a team of 4 to ensure payroll accuracy and legal compliance.
- Leading the implementation of the payroll modules of the new Payroll/HR System.
- Dealing with any payroll queries that arise and identify and correct any errors.
- Dealing with pension related matters and any third parties.
- Producing payroll reports and provide detailed analysis for management review.
- Developing and maintain appropriate payroll controls and ensure that the process is operated efficiently.
- Ensuring all processes are in compliance with contractual and statutory requirements.
- Ensuring all government and other statistical returns are completed on a timely and accurate manner.
- Review, identify and implement system upgrades and improvements to bring efficiency to the process.
- Carry out ad-hoc projects and duties as they arise.

Person Specification

- At least 5 years' experience in a similar role.
- System implementation experience.
- Extensive payroll processing knowledge, and understanding of HMRC rules regarding PAYE, EER NI, EE NI and Pensions.

- Experience of time and attendance systems with multiple shift patterns.
- Experience of managing a team of people.
- Strong Excel skills.

Desirable:

- Professional qualification in payroll.
- Experience working in a shared service environment.

Contact Con Gallagher 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

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