

### Advertisement

<b>JOB TITLE:</b> <b>Payroll Administrator</b>	<b>DEPARTMENT:</b> <b>Payroll</b>
<b>REPORTS TO:</b> <b>Group HR and Payroll Manager</b>	<b>LOCATION:</b> <b>Stansted</b>
<b>JOB PURPOSE:</b> Inflite Engineering Services Ltd employs over 300 staff across the Group, and we are currently recruiting for an experienced Payroll Administrator to join our Payroll Team. Working directly for the Group HR and Payroll Manager you will be responsible for the full payroll process ensuring payrolls are processed on time.	
<b>MAIN RESPONSIBILITIES AND DUTIES:</b> Dealing with all aspects of managing and <b>processing multiple payrolls</b> . This includes (but not limited to): <ul style="list-style-type: none"> <li>• Working to tight deadlines to ensure monthly and weekly payrolls are processed on time (including collation of timesheets and HR data)</li> <li>• Managing time and attendance system</li> <li>• Keeping up to date with payroll developments especially with respect to HMRC</li> <li>• Submission of FPS/EPS to HMRC</li> <li>• Dealing with all payroll queries from employees as required</li> <li>• Managing the distribution of payslips, P60s, P45s</li> <li>• Calculating statutory payments</li> <li>• Dealing with earnings attachment deductions</li> <li>• Monthly online submission of employee/employer contributions to pension provider</li> <li>• Manage all aspects of preparing and submitting P46s</li> <li>• Updating month end schedules for inclusion in monthly Board reports</li> <li>• Proactively suggesting improvements to the payroll process</li> </ul>	
<b>REQUIRED SKILLS AND EXPERIENCE:</b> <ul style="list-style-type: none"> <li>• Proven experience of processing payrolls for a similar sized complex business</li> <li>• Minimum of 2 Years Payroll Administration Experience</li> <li>• Experience of using Sage Payroll Systems – preferably KCS Snowdrop</li> <li>• Understanding of month end and year end procedures</li> <li>• Methodical</li> <li>• Ability to Work to strict deadlines</li> <li>• Experience of processing Furlough scheme claims</li> <li>• Demonstrable knowledge of HMRC guidelines and statutory payments</li> <li>• Experience of dealing with all queries that arise in managing the payroll</li> <li>• Be able to effectively communicate at all levels</li> <li>• Intermediate Excel user</li> <li>• Ability to work as part of a team</li> <li>• Strong time management skills</li> <li>• High level of attention to detail and accuracy</li> </ul>	