

Payroll Administrator

Between £22k – 26k pa - Depending on experience

Permanent contract

Laptop & free secure parking

37hrs per week (with flexible working hours and working from home)

Pension, Minimum 24 days annual holidays – plus Public Holidays

Significant professional development opportunities

The opportunity

SAAF Education is a key strategic partner to a vast array of schools and academies and due to the continued demand for our services, we are expanding our team. We are looking for a talented team member to join the firm who can communicate effectively with our clients, work efficiently and on their own initiative.

Although we are looking for someone with the right qualifications, we are interested in hearing from passionate people with the right attitude and experience, alongside a flexible and solution focused proactive mindset.

Responsibilities

- Manage day-to-day communication with customers, updating the email inbox and customer folder. Correctly processing incoming work and reports generated.
- Receiving and responding to requests for information from internal and external bodies or employees by email, telephone, or letter.
- Resolve payroll and pension queries in a timely and methodical manner. Ensuring excellent customer service to the client throughout the process.
- Providing accurate and consistent advice to customers and employees on routine matters related to pay and the functioning of the team.
- Maintaining secure computerised and manual information systems, including data input and output procedures. Ensuring compliance with statutory obligations.
- Accurately updating computerised and manual information systems, with personnel and payroll information received. Ensuring compliance with agreed service levels.
- Processing changes to employee permanent records, in line with instructions from customers and appropriate external bodies.
- Processing temporary payroll changes, in line with instructions from customers.

- Carry out the payroll calculation process regularly, balancing and validating the data before ensuring the production and delivery of required reports accurately and by agreed deadlines.
- Access instructions from and report to HMRC as appropriate.
- Process pensions information and forms for starters leavers and service history.
- Undertake manual calculations of statutory payments or deductions such as SMP SSP Occupational sick pay and NI and check as required.

Skills

- Ability to work under pressure and meet deadlines
- Exceptional customer service skills
- Self-motivated and able to identify opportunities
- Attention to detail and excellent analytical skills
- Innovative, problems solving, influencing, questioning, and listening skills

Experience

- Working with Payroll databases and systems
- Working knowledge of Microsoft business applications including Excel
- Experience of a customer focused role

Qualifications

- CIPP Qualified –Desirable
- Level 2 or equivalent in Math's and English

Personal Qualities

- Proactive
- Confident