



Payroll Officer

Northallerton

£20,000 to £23,000

Permanent

Part-time – 3 days per week

My client, a manufacturing facility based near Northallerton are looking for an experienced Payroll Officer to join their small accounts team. This is a great role within a supportive and friendly team reporting directly into the Financial Controller. The client will also consider 3 days and those days can be flexible for the successful candidate.

Duties are:

- Responsible for ensuring site payroll is completed to monthly deadline
- Management of the site Time and Attendance system
- Process statutory payments; sick pay, maternity pay and paternity pay
- Calculate any additional payments including overtime, responsibility pay and average holiday pay
- Process any new starters, leavers and change of details through the Payroll system
- Preparing a monthly payroll file for FC approval / in line with current audit criteria
- Responsible for ensuring FPS / EPS submissions are sent to HMRC on time
- Responsible for sending payments for PAYE and third-party payments (union, AOE) Ad hoc tasks

Experience of Payroll systems and hourly paid payroll is ESSENTIAL as is advanced knowledge and working experience of Excel, collating data and reporting. Analytical approach with good systems knowledge is also required. This is stand-alone payroll position so the successful candidate must be able to show they have the ability to process from start to finish, both manually and using a payroll system.

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