

Payroll Administrator Job Description

JOB TITLE: Payroll Administrator

LOCATION: Greenhithe, Kent

SHIFT PATTERN: 35 hours per week, Monday to Friday

SALARY: £19,000 - £21,000 per annum

Job Summary

We are currently seeking a Payroll Administrator, to assist and support the busy Payroll department with processing and administering staff timesheets. You will be part of a small team and report directly to the department supervisor.

The role would suit an individual with the ability to work under pressure and ensure that timekeeping and organisational skills are met to a high standard.

The normal working hours will be 35 hours per week, between 9am -5pm Monday to Friday, with a 1-hour unpaid break. Due to the nature of the industry flexibility is crucial therefore the post holder may be required to work additional hours.

Main Duties and Responsibilities

- Responsible for gathering timesheets and calculating hours worked for each staff member accurately
- Carry out checks in order to ensure timesheets are accurate and any inconsistencies are resolved, by checking against the company's systems
- Assisting payroll with the data entry into payroll systems
- Running regular reports for the management of payroll data such as, sickness, holidays, leavers and starters
- Be a contact for the HR team for any payroll enquiries
- Resolve payroll related queries for management or staff

Qualifications and Skills - Essential

- A minimum of 2-year proven experience within a data entry background
- Strong administration skills with excellent attention to detail
- Experience of using timesheets online
- Must have excellent communication skills written and verbal
- Ability to solve problems confidentially

Job Type: Full-time, Permanent

Salary: £19,000 - £21,000 per year