

JOB SUMMARY - JUNIOR PAYROLL ADMINISTRATOR

Administrators provide an important role in the Benefits team, supporting the whole business, the team, Senior Management and Dundee Office. There are a range of important tasks in the operation of SIPP which Administrators can handle which include the running payroll, exporting data dealing with payroll enquiries.

The position and duties will include;

- Running payroll on SIPPRO including establishing new pensioners, amending regular amounts and establishing ad-hoc payments.
- Managing payroll requests.
- Producing payslips, P60s and P45s.
- Exporting data from SIPPRO and SQL.
- Reconciling pension payments and identifying errors.
- Dealing with daily, monthly and annual payroll reports (e.g. low balance report).
- Assisting Account Managers with payroll queries.
- Updating Tax Codes.
- Corresponding with HMRC on payroll matters.
- Understanding payment methods (e.g. BACS, CHAPS etc).
- Building good relationships with internal departments and stakeholders.
- Where relevant and appropriate, informing Account Managers and any other internal stakeholders of specific matters or issues.
- Ensuring that internal deadlines are met, escalating to Senior Administrator any issues.
- Proactively identifies risk within the department and escalates concerns to Team Leader.
- To fulfil any other reasonable requirement of the department or Curtis Banks.

Person Specification:

The candidate must be able to demonstrate data entry experience and have the ability to identify data; pension experience is desirable but not essential as training will be provided. They should have the passion for excellence and willingness to drive a process of continual improvement.

The candidate must also demonstrate good interpersonal communication skills and working knowledge of industry standard software e.g. Microsoft word, excel, outlook etc. The position requires a good standard of literacy and numeracy and excellent attention to detail.

A full job description is available on request.

This is a full time vacancy

Office hours are: 9.00am - 5.30pm Monday to Thursday & 9.00am - 5.00pm Friday (37 hours)

Start date: Immediately

Duration: Permanent

Location: Bristol

All candidates will be asked to confirm their eligibility to work in the UK at interview stage and to provide evidence of it on appointment. Please note that successful candidates will be subject to a criminal records and personal credit check.

How to apply: Please send your CV, along with a brief covering email to - recruit@curtisbanks.co.uk