

Job Title: Payroll Administrator Finance Department - Godalming

With 30 years heritage and originally founded by true book enthusiasts, The Book People have always been and will always remain a brand with heart; priding ourselves on creativity, longevity and authority within the bookselling industry. We believe that every mind should be nourished, young and old. So we curate inspirational reading at incredible prices. Our mission is to inspire a lifelong love of reading by bringing great value books to our customers wherever they are.

We are looking to appoint a motivated Payroll Administrator to join our Finance team in Godalming.

The Role – main responsibilities

- Processing payrolls from beginning to end in accordance with current legislation, policies and processes, and time lines
- Collating change data, completing input sheets, and making sure peer checks are carried out
- Ensure that payroll reports are created and distributed as necessary
- Ensure all key controls are adhered to and any errors reported
- Maintain confidentiality and make sure sensitive files are protected appropriately
- Maintain up to date knowledge of payroll legislation and internal policies
- Ensure all payroll deadlines are met and quality levels are maintained
- Ensure all payrolls are funded and paid on time, and ensure pensions, PAYE/NI, GAYE, SIP etc. are paid on time
- Process employees' expenses on a weekly basis and responding to queries swiftly
- Maintain and manage the time and attendance system

Skills

- Proven payroll knowledge
- Knowledge of UK manual tax and national insurance calculations
- A confident user of Excel, Word, HMRC online PAYE services
- Good communication skills, both verbally and written, and the ability to work independently or as a member of a team
- Invested in promoting a customer care/service-based approach and operate with discretion
- The ability to be pro-active, flexible, and adaptable while problem solving when required

Hours of work

Monday to Friday 9.00am-5.30pm

Method of application

If you would like to be an integral part of the finance team, please submit your CV along with a covering letter to stephen.pugh@thebookpeople.co.uk

Closing Date for applications:

Tuesday 13th August 2019