

Job Title: Payroll/HR Administrator

HR Department – Bangor

With 30 years of heritage, Book People is the country's favourite direct bookseller, which prides itself on creativity, longevity and authority within the bookselling industry. Founded by book enthusiasts on the principle of making books available to everyone at unbelievable prices, Book People has the unique advantage of offering the knowledge of independent booksellers along with a range competitive with online giants. Through its fleet of local booksellers, mail-order catalogues and award-winning website, The Book People's aim is to give its customers the service they deserve, by make shopping for books as enjoyable and convenient as possible

We are looking to appoint a motivated and experienced Payroll/HR Administrator to join our HR team in Bangor.

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
- Management and coordination of the recruitment process, including; maintaining the recruitment inbox and writing and placing adverts, scheduling job interviews, pre-employment checks, creation of offer letters and contracts of employment
- Provide administrative support to the HR Manager to include; new starters, on boarding, leavers, maternity, reference requests, absence reporting
- Scanning of HR information
- Assisting the HR Manager with other ad-hoc duties as and when required

Skills

- Proven payroll knowledge, experience of Sage advantageous
- Proven HR administrative experience
- Knowledge of UK manual tax and national insurance calculations
- A confident user of Excel, Word, HMRC online PAYE services
- Previous experience of managing high volumes of work in an extremely busy and fast paced HR environment
- Good communication skills, both verbally and written, and the ability to work independently or as a member of a team



- Excellent communication skills, computer literacy, attention to detail is key and the importance of understanding sensitive employee information in a confidential manner
- The ability to be pro-active, flexible, and adaptable while problem solving when required

Hours of work

Monday to Friday 9.00 am-5.00 pm (37.5 hours per week)

Method of application

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

Closing Date for applications:

Friday 16th August 2019