

Junior Payroll Administrator – Pension Payroll

Administrators provide an important role in the Benefits team, supporting the Bristol, Dundee and Market Harborough offices together with supporting Senior Management. There are a range of important tasks in the operation of the payroll for SIPPs/SSAs which Administrators can handle including running payroll, exporting data and dealing with payroll enquiries.

The ideal candidate would have a prior proven experience of working within an office environment, in particular working with Excel, dealing with general daily administration and working to deadlines. It will be essential for the applicant to have high level of attention to detail and accuracy. Knowledge, skills and experience will be assessed on joining and gaps will be identified so that suitable training can be given.

The Position and Duties will include;

- Running payroll including establishing new pensioners, amending regular amounts and establishing ad-hoc payments.
- Managing payroll requests.
- Producing payslips, P60s and P45s.
- Exporting data from internal systems.
- Reconciling payments and identifying errors.
- Dealing with daily, monthly and annual payroll reports.
- Assisting Account Managers with payroll queries.
- Updating Tax Codes.
- Corresponding with HMRC on payroll matters.
- Understanding payment methods
- Meeting internal deadlines are met.

The applicants must possess a high degree of interpersonal skills and be able to prioritise workloads on a daily basis to accord with the Company's service levels.

This is a full time vacancy. Office hours are 9.00am - 5.30pm Monday to Thursday, 9.00am - 5.00pm Friday. The vacancy will be based at 3 Temple Quay, Temple Back East, Bristol, BS1

Start date: Immediately

Duration: Permanent

Person specification: A full Job Description is available on request.

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 – hr@curtisbanks.co.uk.