

Payroll Administrator

This is an excellent opportunity for a motivated and enthusiastic Payroll Administrator, within a vibrant operations team. PayStream believe that excellent customer service through accurate and timely payroll processes is the key to retaining customers and promoting growth in the business. The primary role of the payroll team is to raise invoices and produce payments to contractors. The payroll team are also responsible for ensuring the debts owed to PayStream from agencies are under control at all times. Excellent customer service skills are essential whether dealing with our contractors, our agencies or each other as this has been the key to our success. Daily payroll deadlines mean that all processing **must** be completed by the end of each day.

Main responsibilities:

- Raise invoices from remittances or via PayStream import facility
- P45/P46 information correctly input and disclosed
- Assessment of correct PAYE and National Insurance being levied on each payslip
- Personal deductions are correctly calculated and disclosed (e.g.) CSA, attachment of earnings
- Understanding how statutory payments are calculated and processed
- Understanding of the agencies payroll dates and the relationships to be able to accurately process the payroll by the correct payment method
- Take into consideration how different agencies have invoices raised (Self Billing)
- Process agency payroll in accordance with correct payment dates and terms
- Process advances in accordance with the policy at the request of the agency
- Understand the elements of a payslip including income, taxable pay, holiday pay, expenses, all deductions types and whether they are pre or post tax

Minimum requirements:

- Administration experience
- Experience of raising invoices and credit notes (Desirable)
- Working knowledge of Word and Excel
- CIPP part or fully qualified (Desirable)
- NVQ or Certificate in Payroll Administration or equivalent (Desirable)
- Punctuality and reliability
- Ability to follow procedures
- Ability to communicate effectively, both orally and in writing with clients and colleagues
- Ability to manage own time to deal with multiple tasks effectively
- Ability to take responsibility of tasks and use initiative
- Ability to work under pressure and to specified deadlines
- Ability to work effectively in a team
- Efficient organisation skills, with attention to detail and accuracy
- Desire to develop a good working knowledge of PayStream, payroll processes and legislation

Why work at PayStream?

We are a growing organisation with an excellent working culture. We pride ourselves on our people. In return for your hard work we offer the following company benefits:

- 23 days annual leave (plus bank holidays) which increase with length of service
- Your birthday off
- Salary reviews every February
- Amazing monthly company social events and rewards (just look at our website and Facebook page!)
- Cycle to Work scheme
- Casual dress everyday
- Professional qualification financial support
- Up to 6 days paid study leave for professional qualifications
- Long service awards
- Training and personal development
- Personal accident cover
- Pension
- Free fresh fruit and refreshments
- Free flu vaccinations
- Our fantastic Christmas party
- An excellent working environment

If you match the profile and would like to be part of the team please apply now by sending in your CV to careers@paystream.co.uk.

