

JOB VACANCY: PAYROLL OFFICER

We are now recruiting for a Payroll Officer to join our Finance and Accounts department based at our Head Office in Liverpool. The role reports directly to the Financial Controller.

The post holder will be experienced in dealing with hourly pay and shift patterns, and must be able to work to strict deadlines with a set calendar, often with little or no supervision.

LOCATION: Liverpool

WORKING HOURS: 37.5 hours per week, 09:00 - 17:00, Monday to Friday.

CONTRACT TYPE: Permanent.

SALARY: £10.00 - £12.50 per hour, depending on experience.

KEY RESPONSIBILITIES:

- Checking employees' hours recorded within the Group's time and attendance system, contacting team leaders and managers to understand and correct as necessary.
- Liaising with the HR department to verify and agree absence data.
- Collating and preparing hours for the relevant time period, for input/uploading into payroll software.
- Running the payroll routines through the software, checking and confirming outputs along the way.
- Calculating gross pay independently of the payroll system in order to cross-check outputs.
- Ensuring 'static' data for employees is up to date in conjunction with the HR department.
- Producing and reconciling payment reports for the Accounts department to use for bank transfers.
- Generating and circulating other reports and documentation as required.
- Submitting information to HMRC as part of the RTI regime.
- Backing up the payroll software and restoring/rolling back if required.
- Dealing with wage queries, answering questions and resolving issues from staff and management alike.
- Uploading pension contributions to the Group's pension scheme provider.
- Informing the Group's medical scheme provider of changes and checking the monthly invoice.
- Assisting in the development of payroll and remuneration processes, e.g. salary sacrifice schemes, shift working etc.
- Building relationships with internal/external parties; being courteous to all stakeholders and service users and responding promptly to enquiries.

KEY COMPETENCIES

- Meticulous attention to detail.
- Excellent mathematical and organisational skills.
- Understanding of sensitive data, and the ability to handle confidential information appropriately.
- Familiarity with common payroll software systems.
- Successful at managing workloads to ensure deadlines are always met.

ESSENTIAL SKILLS

- Strong written and verbal communication skills to effectively interact with employees, managers and other agencies.
- Proven track record of working in a comparable role.
- Good IT skills with the ability to use a range of packages associated with the role.
- A self-motivated professional with a can-do attitude.
- Ability to remain calm under stress.

DESIRABLE SKILLS

- Knowledge and experience of various remuneration and incentive schemes.
- CIPP qualifications.
- Experience of working in the metal recycling industry or similar.

APPLICATIONS:

Please either complete an [application form](#) or email your CV and covering letter to: recruitment@s-norton.com

Alternatively, please post your covering letter and CV to:
HR Department, S. Norton, Bankfield House, Regent Road, Liverpool L20 8RQ

POSTED: FEBRUARY 2025.

NO AGENCIES PLEASE.