



### **Payroll/Accounts Administrator**

**Salary: £11.44 - £12.82 per hour**

This role is for 2 days a week.

**Working Days:** Monday and Tuesday

**Hours:** 8:30am – 4:00pm

#### **The role**

The role of Payroll Administrator is to be responsible for all candidate payroll processes. You will take on the management of candidate data, ensuring the accuracy of timesheets inputted into Payroll Systems, computing wages, and ensuring candidates are paid correctly and on time and in a timely and accurate manner. Furthermore, this role will provide support with additional administration duties as and when required.

#### **Responsibilities:**

- Ensuring collation of timesheets from candidates on a weekly basis by agreed deadline.
- Accurately Inputting timesheets onto client portals.
- Liaise between client and candidates with regards to any discrepancies or inaccuracies with timesheets.
- Inputting timesheets on appropriate accounting software
- Prepare and process weekly payroll for employees
- Managing all areas of the timesheet portal, inputting new candidates, setting up new clients, setting up new placements answering any queries from approvers and candidates.
- Calculating payable hours, commissions, bonuses, tax withholdings, and deductions via Payroll system
- Liaising with the Recruitment and Compliance Departments to ensure accuracy correct candidate data/information and pay
- Providing information and answering candidate questions about payroll related matters
- Keeping candidates HMRC information about to date. Issuing tax forms and related documentation and assisting employees to complete them
- Changing employee bank records when necessary
- Authorise and run weekly payroll.
- Ensure all payroll records are kept up to date
- Resolve payroll queries

- Providing reports

### **Additional duties**

- Answering calls, providing back up support on the telephones, answering the telephone and taking messages
- Updating databases - maintaining Stonor internal databases ensuring all information is correct and up to date on CRM system and payroll system
- General admin support

### **Requirements:**

- Proficiency in Microsoft Office and payroll software programs
- Strong numerical aptitude
- High level of attention to detail and accuracy.
- Ability to prioritise tasks effectively
- Excellent communication skills, both verbal and written
- Ability to communicate with personnel at all levels of the business
- Excellent customer service skills
- Good time management and organisational skills
- Working knowledge of relevant legal regulations
- Able to prioritise and multitask effectively
- Able to maintain confidentiality and exercise extreme discretion
- Ability to build strong working relationships
- Ability to use your initiative for problem solving.

### **What we can offer you:**

- Career progression
- Brilliant office location in central Northampton
- Supported by an experienced team
- A fun environment where wins are celebrated
- Your birthday off
- Employee Assist Programme
- Volunteering Opportunities

To express your interest in this role, please email your CV: [recruitment@stonormedical.com](mailto:recruitment@stonormedical.com)

**\*Please be aware this is not a hybrid role and is office based\***

**\*\*Unfortunately, Stonor Medical does not offer sponsorship at this time\*\***