



Payroll & Pensions Administrator

An exciting opportunity has arisen for a Payroll & Pensions Administrator based at our site in Telford, working within the Human Resources team. The role will be responsible for managing the payroll system to enable the processing of a monthly payroll, across two sites (Telford and Stirling), in line with Company policy and statutory requirements. In addition, the position provides an administration service for the Company Pension Scheme including the Company Pension Chairperson and the Pension Trustees. It provides a key interface between employee pension scheme members, Pension Trustees and external pension consultants/bodies.

About the role....

- Prepare and process the monthly payroll including calculation of payments and deductions in line with Company Policy including sick pay, overtime, WTR holiday payments and other authorised ad-hoc payments, ensuring compliance with statutory requirements.
- Create regular and ad-hoc payroll associated reports
- Run Year End processing for payroll in line with statutory requirements
- Support the annual salary review process
- Manage all aspects of the Time and Attendance system including weekly downloads for payroll, creating new users/profiles and updating user security in accordance with Data Protection and Information Security Management System requirements
- Process employee changes as defined by the change notice system and any other user changes following appropriate written authorisation.
- Provide full administrative support to the company pension scheme(s) in line with legislative requirements
- Deal with all pensions related queries and liaise with external consultants as required
- Co-ordinator Trustee meetings and ensure necessary actions are followed up to completion
- Provide full administrative support to the company health insurances i.e. private medical insurance, income protection insurance, executive medicals, employee assisted programme and life assurance. Support the department in reviewing relevant contracts making recommendations for improvement.

About the person....

You will ideally hold a formal payroll qualification (at BTEC Level 3 or equivalent), have a minimum 2 years proven ability within a similar payroll role and an up to date knowledge of PAYE & auto-enrolment pension rules. You will have a working knowledge of payroll software and good computer skills, including the ability to manipulate excel spreadsheets. You will have strong administration skills, excellent attention to detail and be comfortable working to tight deadlines. You will deliver a high level of customer service to employees at all levels within the organisation and be comfortable working with confidential information. Previous pension administration experience is desirable. Knowledge of IRIS Payroll software is also desirable but not essential.

What you can expect in return:

- Salary: £26,005 – £28,605
- 37 hours per week: 8:15 – 17:00 Mon – Thurs and 8:15 to 12:15 on a Friday
- Holidays: 251 hours per annum

How to apply... Established RPL employees should complete an Internal Application Form. Adecco Associates or External candidates should complete an External Application Form or submit a comprehensive CV. **Closing Date: Thursday 29th August 2024 at midday.** Applications should be returned to Richard James (Senior HR Officer) at Richard.James@ricoh-rpl.com