

Payroll Assistant

Polypipe Building Products is a leading UK manufacturer of above and below ground drainage products and plastic plumbing as well as underfloor heating systems. We have 1,200 employees and we place a huge emphasis on the knowledge and experience they bring to the company and our employees are at the heart of the business.

We currently have an opportunity for an experienced Payroll Assistant to join our busy HR and payroll team based at our Broomhouse Lane site in Edlington, Doncaster. The Payroll Assistant role is varied where multi-tasking is essential whilst working within strict deadlines and high levels of accuracy and confidentiality.

Key Skills required to be successful in this role:

- Computer literacy is essential with extensive knowledge of payroll software and Microsoft packages including Advanced Excel. Earnie IQ and Zeus Time & Attendance Systems would be advantageous.
- Excellent telephone manner and development of working relationships.
- Ability to multi task, prioritise workload, work to tight deadlines and work well under pressure.
- Adaptable and self-motivated.
- Good organisational skills.
- Ability to work in a team environment but also show initiative and work alone as required.
- Understanding of GDPR and the ability to maintain confidentiality at all times.

Payroll Activities:

- Processing, checking and distributing weekly times and clock ins to all departments.
- Inputting wages ensuring no over payment of hours or holidays etc.
- Maintaining various manual and computerised records.
- Maintaining daily, weekly and monthly deadlines.
- Creating and inputting on Excel spreadsheets e.g. budgets, labour turnover and absence analysis.
- Calculation and implementation of pay increases.
- Administering pension and company scheme payments.
- Interacting with employees and managers, families of employees, Inland Revenue, DWP, CSA, banks, courts and mortgage providers.
- Printing and distributing of pay slips.
- Producing statistical information in graph form.

Working hours:

- 37.5 hours per week, Monday to Friday - 9:00 am – 5.00 pm.

Benefits:

- A competitive salary
- 28 days annual leave including Bank Holidays plus an additional 5 holiday relevant to service
- Pension scheme
- Life Assurance up to 2 x annual salary linked to the pension scheme
- Free Car Parking
- Childcare vouchers and Cycle to Work scheme.

To apply for this opportunity, please send a cover letter and CV detailing current salary by email to Zoë Piggott, HR Business Partner at zoe.piggott@polypipe.com by Wednesday 17th October 2018.

Polypipe operate an Equal Opportunities Policy