

Current vacancy: Payroll Administrator

Location: Worcester

Salary: Up to 21,000 per annum

Job type: Permanent
Full-time

About Liaison Group

Founded over 30 years ago, we are a well-established and trusted health economy partner, saving millions for reinvestment in health and social care through our Workforce, Financial and Care businesses.

We have a workforce of more than 250 people with a headquarters located in the historic city of Worcester, a technical team in Derby, along with many remote workers across the length and breadth of the UK.

About Liaison Workforce

Founded Helping NHS organisations on their journey to become workforce exemplars. Liaison Workforce delivers programmes to drive measurable improvement in all areas of workforce management.

We provide actionable insights through expert support, guidance and detailed management reporting & benchmarking.

The team

You will be based within a close-knit Payroll team of 14 people, alongside a hands-on Supervisor. The Payroll team is based in a busy, open-plan office within a service centre. You will therefore benefit from a strong team-orientated environment with a high workload.

There is open communication between each team in the service centre. Everyone gets on well, with regular treats brought in from various team members for the whole office.

Main responsibilities

As the Payroll Administrator you will accurately resolve payroll related queries and cases, producing custom reports, management information and HMRC reporting whilst working closely as part of a strong and effective payroll team.

Working within a set of key performance indicators (KPIs) the post holder prepares and runs high quality and timely outsourced weekly payrolls for clients in accordance with both statutory and business rules.

You will communicate frequently with other departments, including the customer service team and Quality Assurance. The position is also particularly customer focused, where you will deal with queries and cases from either our clients themselves, or their workers.

Experience and qualifications required

Criteria required

Essential:

- Demonstrable understanding and experience of running payrolls
- Confident in the use of Microsoft Office suite particularly Outlook and Excel
- Strong knowledge of working pensions
- Sound payroll and administration knowledge within a multifunctional environment where applicable

Desirable:

- Experience working in a busy payroll environment
- Good coaching skills

Specific skills

Essential:

- Excellent customer service and relationship building skills
- Planning and organising
- Attention to detail, accuracy and quality
- Excellent communication skills, both written and verbal
- Persuasiveness and influencing
- Deal with sensitive and personal information
- Ability to maintain a calm and mature attitude at all times
- Excellent numerical skills/data analysis/reporting

Qualification & training

Essential:

- Minimum five GCSEs/O level equivalent (grade C or above) including Maths and English

Motivation

Essential:

- Strong team player
- Results orientated



Benefits of working at Liaison Group

We believe that working life should be a happy and healthy one.

We offer all staff a wide variety of company benefits as well as the opportunity to get involved in a range of company organised events - from regular physical challenges to bi-annual staff away days and social events.

Our wide range of staff benefits aim to have an impact on both home and working life for all staff, while at Liaison Group.

We offer:

- 23 days holiday initially, which increases annually up to 28 days
- Private healthcare for you and friends and family
- Tax-free childcare
- Contributory pension
- Life assurance of 4 x salary
- Company days/social events
- Free fruit in our offices
- Bonus when you introduce a new colleague to Liaison Group.

How to apply

Please send your CV and a covering letter to jobs@liaisongroup.com.

Thank you for your interest in joining Liaison Workforce.

