

Payroll and HR Officer

Reward

C. £30,000 depending on qualifications and experience

Location

Cardiff, with option to work from home part time

Role

You will be responsible for administering the employee payroll for approximately 140 employees. As part of the payroll team you will also be working on our growing client base to take-on, manage, process, and administer monthly pensioner payrolls. This dual role will give the right candidate a high level of autonomy as they will have sole responsibility for the employee payroll, as well as working as part of a team on pensioner payrolls for our clients. This role will also include other ad hoc finance and payroll related duties commensurate with the level of the role.

Qualifications and Skills

The ideal candidate will:

- ideally have a minimum of 12 months payroll bureau experience, or experience of working on several different payrolls concurrently
- have experience of managing the employee payroll lifecycle
- be confident working alone due to the confidential nature of the employee payroll
- be comfortable discussing payroll queries with employees, pensioners and team members
- have experience of pension auto enrolment and salary sacrifice and understand pension scheme rules
- be able to do manual tax calculations and understand tax and tax codes
- be able to process and understand court orders/child care maintenance/pension sharing orders
- be able to complete minimum wage checks
- have Word & Excel experience
- have proficient telephone and email skills to effectively and confidently communicate with colleagues and pensioners
- have good time management and strong organisational skills
- ideally have experience of working on Sage, Profund (P3) and Xero Accounting (or similar software systems)
- ideally have CIPP Payroll Technician Certificate qualification (or be willing to undertake this)
- have experience of onboarding new payroll clients

A full job description is available on request.

We are looking for candidates who display a good range of interpersonal skills, whose strengths are their organisation skills, attention to detail and an aptitude for delivering over and above what is expected.

Why Quantum?

Work for us and you will become part of a close-knit team that is skilled, experienced and passionate about delivering a high-quality consultancy service to our corporate and trustee clients. We are a professional company; our standards are high and atmosphere is friendly and stimulating.

We offer a friendly place to work with flexible working hours, 24 days holiday per year with holiday trading, volunteering leave, flexible benefits to suit your personal circumstances, DC pension scheme, and a discretionary annual bonus. You will also be offered a structured study and training plan and will be given the chance to further develop your skills and career.

Quantum Advisory is an equal opportunities employer and committed to diversity and inclusion.

We offer hybrid working and expect this role to be office based for an average of two days a week (this will be based around the needs of the business), however during your probation period you may be required to be in the office more frequently to undertake training and to enable you to create relationships with your fellow team members and colleagues across the wider business.

What next?

If you are interested in applying for this role, please send your CV to recruitment@gallp.co.uk

If you have any queries, please contact recruitment@gallp.co.uk