Payroll Administrator based in Hereford

For the last 20 years, GB Electrical and Building Services has gained a reputation for successfully delivering minor and major building projects. Typically, these works include;

- Responsive repairs, empty property maintenance and Upgrade works to domestic properties.
- Individual refurbishment and development projects to public, private and community buildings.
- Home improvements including disabled adaptations.
- Facility management services.

We seek experienced individuals who can evidence a desire for continuous personal development in all aspects of their work, while embracing the company's appetite for commercial growth.

GB Electrical and Building Services Ltd. can now offer the opportunity for a **Payroll Administrator** to join our finance department based in Hereford.

Working within our finance department you will be responsible for:

· Collating and processing all weekly and monthly timesheets, uploading data onto dedicated software system and completing RTI returns to HMRC.

· Process all new starters, leavers, holiday requests and sickness notifications.

· Liaising with pension provider for all auto-enrolment and returns.

· Updating various spreadsheets for management.

· Issuing purchase order numbers to colleagues and subcontractors.

· Amending trade colleagues purchasing cards spending limit when they phone in.

· To answer all incoming calls and where appropriate transfer to the relevant member of the department, and/or resolve enquiry.

Additional duties will include;

· To accurately sort, date stamp and distribute the incoming mail. Also, to accurately frank all outgoing mail.

· Assisting finance dept with processing and coding invoices.

· Completing weekly stationery orders for all regional offices.

· Filing of timesheets, invoices and vehicle information.

· Hotel bookings.

· Assisting other departments with general office tasks when required – such as creating letters, data inputting.

This is a role that offers an opportunity to progress and learn various aspects of a finance department.

The ideal candidate will have knowledge and experience of Sage 50 Payroll, Sage Accounts.

40 Hours a week | Monday to Friday

20 days + 8 bank holidays

Salary: £19,000 per year

Company Pension

Job Type: Permanent / Full Time

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