

# Payroll administrator based in Hereford

For the last 30 years, GB Electrical & 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 an experienced Payroll Administrator to join our finance department based in Hereford.

Working within our finance department you will be responsible for:

- Processing all weekly and monthly payroll runs, uploading data onto dedicated software system and completing RTI returns to HMRC.
- Processing all new starters, leavers, holiday requests and sickness notifications. (P45, P46, P6 notifications)
- Liaising with pension provider for all auto-enrolment and returns.
- Updating Employee Personnel files and master database as required.

**Additional duties will include;**

- To answer incoming calls and where appropriate transfer to the relevant member of the department, and/or resolve enquiry.
- To accurately sort, date stamp and distribute the incoming mail. Also, to accurately frank all outgoing mail.
- Completing weekly stationery orders for all regional offices.
- Filing of timesheets, invoices and vehicle information.
- Hotel bookings.
- Assisting finance dept with processing and coding invoices.

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

40 Hours a week | Monday to Friday

20 days + 8 bank holidays

Job: Full-time, Permanent

Company Pension

Salary: £21,000 per year