

JOB DESCRIPTION



PAYROLL MANAGER



OVERVIEW

We currently have a part time vacancy based from our Head Office in Cheltenham, Gloucestershire for an experienced Payroll Manager. The successful candidate will be responsible for running the monthly payroll for all our employees across multiple locations, including processing commissions, bonuses and expenses.

WE WANT YOU TO...

- Input and submit information for payroll for 300 staff across various locations
- Input and process bonuses, commission and expenses
- Process pension contributions and deal with any changes
- Upload pension information to pension provider
- Calculate all commissions
- Process month end journals into Navision systems
- Reconcile relevant control accounts on Navision
- Prepare reports for Management Accountants
- Liaise with Managers and HR in relation to new starters and leavers and processing accordingly with confidential information
- Arrange the production of P45s, P60s and P11D's
- Check final payroll prior to payment
- Deal with any staff queries in relation to payroll
- Help with the installation of the new payroll system, developing excellent knowledge of the system and be able to provide advice about the system when needed
- Arrange for PAYE/NI payments to be made within relevant timescale
- Deal with all HMRC queries
- Compile PSA calculations and submit within relevant timescales

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YOU HAVE GOT...

- Previous experience in all aspects of the payroll function
- Excellent mathematical and problem solving capability
- A high attention to detail
- The ability to multi-task
- The ability to communicate with people at all levels
- Excellent Excel Skills and other MS Office applications
- Experience in RTI and AE
- Experience with respect to “benefits in kind”

WHY COMMERCIAL..?

- Competitive salary
- We all get a generous holiday allowance of 25 days plus bank holidays which increases with length of service
- Company Laptop
- A variety of training & Development programmes tailored to you
- Earn extra money if we hire your friends or family with our employee referral programme
- Want to get healthy? We have free fruit delivered for all staff! And our state of the art coffee machine will be sure to set you up for the day
- Looking for a little extra? You could get a day off for doing charity work and you might even get a treat on your birthday and work anniversary!
- A range of team and social events
- Cycle to work scheme, pension contributions, Employee support programme, Flexi time scheme and more