

# Payroll Administrator

**Practice group/Global Operations team:** International Operations / Human Resources

**Type of Vacancy:** Permanent

**Full time/Part time:** Full-Time

**Location:** Birmingham

## About Eversheds

As an experienced Payroll Administrator you will be responsible for processing the day to day administration of payroll and benefits within HR Operations, ensuring accuracy and efficiency in all areas of the operation. You should be able to adapt and maintain the "Right first time" ethos within a busy HR environment. This role will include the administration of the monthly payroll processes via a computerised payroll system, administration of company benefits as well as the Eversheds GPP scheme and liaising with the International Mobility Team on international assignments and International Payroll processes.

## Key responsibilities:

Reporting to the Senior Payroll Manager the role will involve administration of the monthly UK and International payrolls to provide an efficient and professional service, meeting all necessary quality standards and service level agreements. You will ensure accurate transmission of data, processing and payments, including payroll disbursements and reconciliations. Benefits administration including season ticket loans, childcare vouchers, pensions and all other benefits.

## Skills and experience:

For your application to be successful, you should be able to demonstrate an excellent working knowledge of payroll practices and procedures, including salary sacrifice, RTI, Statutory & Occupational Parental Payments (SSP, SMP, SPP, SAP & SHPLP) and Automatic Enrolment. An understanding of complex payroll systems and previous experience of pension administration would be beneficial. Strong reconciliation and IT skills, especially Microsoft Office, Excel and Word are required with a sound financial awareness. Experience of project related work including implementations, data gathering / analysis as well as user acceptance testing (UAT) would be beneficial in this role, as would experience in a high volume payroll environment. Knowledge of International Payroll processes are also desirable but not essential.

## Key competencies:

Excellent communication and organisational skills are required, you should be task focused with an excellent eye for detail. The ability to work as part of a team, within a very busy environment, which has strict deadlines. You will be able to work under pressure and respond to changing priorities, with the ability to build strong relationships with internal and external stakeholders.

We're a modern, progressive law firm. We think differently and we've built a culture where individual skills and personalities can shine through. At Eversheds, we believe that innovation comes from a culture of genuine equality and diversity and we are happy to discuss any reasonable adjustments individuals may require in the recruitment process, or once in post. Eversheds endeavours to recruit and fill vacancies directly. However, when we do need to engage with agencies, Eversheds operates within a preferred supplier list.