

Payroll Implementation Officer

SAMpeople

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About the role:

Job title: Payroll Implementation Officer

Working hours: 37.5 hrs

Salary: £32,000 – £38,000 per annum DOE

What will you do day to day?

- Responsible for Implementing software solutions for our education sector customers
- Guide clients through the Implementation process, providing training, best practice advice and configuring payroll software to meet statutory obligations and customer requirements
- You'll be Involved In updating and maintaining payroll system builds and conducting system audits

Other responsibilities

- Liaison with customers to ensure the necessary Information and data is obtained, summarised and queried
- Configure and test payroll accounts in line with customer requirements
- Conduct payroll parallel runs and liaise with customers accordingly
- Build bespoke report packs for customers including payroll journals
- Conduct system audits as required and support payroll compliance
- Provide support as needed for payroll system revisions including the addition or removal of establishments from accounts
- Adhere to Information Security policies and protocols including GDPR
- General data/administrative support as required
- Develop and maintain detailed knowledge of company products

Required skills and knowledge for the role:

- Proven payroll experience in a fast-paced environment
- Up to date payroll and pension knowledge
- Experience and sound knowledge of computerised payroll systems and payroll Implementation including system builds
- Solid understanding of payroll related compliance including audit
- Ability to manage multiple customer payroll builds
- Excellent data management and data analysis skills with strong attention to detail

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