

## PAYROLL ADMINISTRATOR

Are you looking for a job that can give you lots of satisfaction, variety and interaction with people? Would you like to join a great company that is highly respected and already has a wonderful team?

Who will I be working for?

Omnia provides support to small and medium sized businesses to help them run efficiently. We offer a suite of services to manage other companies back office services; such as payroll and HR to name a few.

So, what will I actually be doing?

Well, it's down to **YOU** to make sure our clients, customers and workers receive a great service this includes:

- Arrange the processing of salaries and weekly payrolls through our award-winning systems including statutory pay schemes
- Efficiently adding new starter details and processing leavers
- Administer pension processing
- Dealing with client / worker queries via email, telephone and face to face
- To complete various forms required by HMRC
- Deputise for the Payroll manager during absences e.g. holiday

What skills do you need?

- Able to demonstrate experience in a payroll related environment desirable not essential
- Able to demonstrate aptitude with numbers
- Excellent attention to detail and a hands-on approach

You'll be kept up-to-date with all the latest legislation and rules so you can do your job.

The finer details...

Normal working hours are 8:30 to 17:00 Monday to Friday, occasionally there might be a need to work later but on the plus side there are regular rewards and team benefits – we do like a bacon roll on a Friday.



Omnia has a relaxed casual approach to what you wear, of course we want our team to look smart but that doesn't mean suits.

What's the salary?

£25,000 - £30,000 depending on experience. There's also the possibility of earning bonuses.

The good points...

This role has lots of job satisfaction on a daily basis, as you'll be helping people and making sure they get paid correctly, on time.

What next?

So, if you are still reading and you are; friendly, patient and quick-thinking, like working in a team, want to help people, have good IT skills and good numeracy skills, get in touch; email your CV to [info@omniaoutsourcing.com](mailto:info@omniaoutsourcing.com) or call 0118 315 1531 and ask the team any questions you like?