

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 you 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
- To complete various forms required by HMRC
- Communicating with HMRC via telephone

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
- Great communication skills

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?

£23,000 - £27,000 depending on experience. There's also the possibility of earning bonuses.

With our weekly and monthly payroll services, you'll be challenged to work well under pressure and to meet deadlines. 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@omniabackoffice.com or call 0118 315 1531 and ask the team any questions you like?