Payroll Administrator

We're looking for an efficient and organised Payroll Administrator to join our collaborative HR team ensuring all employees are paid correctly and on time. You will be responsible for processing payroll and HR data in a timely and accurate manner as well as creating and maintaining employees' payroll records.

Responsibilities

- Calculating wages and applicable deductions based on employee attendance and timesheet records
- Entering payroll information into a central ADP system for processing ensuring all employees are paid correctly and on time
- Providing ad hoc reports on payroll information for various purposes including monthly accounts and maintaining/updating all relevant pension information
- Providing information and answering employee questions about payroll related matters
- Managing electronic timekeeping systems and manually reviewing hours logged
- Calculating payable hours, commissions, bonuses and deductions
- Checking overtime worked with line managers
- Collating and managing holiday records and holiday payments
- Maintaining employee records
- Coordinating with the HR department to ensure correct employee data is available
- Providing administrative assistance and payroll skills to the accounts department
- Maintaining payroll processing system and records by gathering, calculating, and inputting data
- Receiving and coordinating requests for leave and other absences
- Handling changes in exemptions, job status, and job titles
- Adhering to payroll policies and procedures that comply with relevant law
- Identifying, investigating, and resolving discrepancies in timesheet and payroll records
- Honours confidentiality of employees' pay records
- Completing payroll reports for record-keeping purposes or managerial review
- Ad hoc projects relating to payroll/HR Admin/Pension/P11D and benefits

Skills & Experience

- Experience of payroll process from start to finish
- Working knowledge of ADP's iHCM2 & RealTime is essential and/or experience of using ADP Freedom
- Excellent verbal & written communication skills
- Strong numerical skills, must be able to manually check and calculate payroll data
- Strong data entry and record keeping skills
- Capable of working with minimal supervision, honest and follows instructions well

- Competent with Excel spreadsheets, familiar with payroll software, basic understanding of tax procedures, familiarity with benefits and other wage deductions
- Ability to multitask and work to tight deadlines
- Sound decision-making skills

About us

Sanderson Design Group PLC is a luxury interior furnishings company that designs, manufactures and markets wallpapers, fabrics and paints. In addition, the Company derives licensing income from the use of its designs on a wide range of products such as bed and bath collections, rugs, blinds and tableware.

Sanderson Design Group's brands include Zoffany, Sanderson, Morris & Co., Harlequin, Scion, Clarke & Clarke and Archive by Sanderson Design. The Company has a strong UK manufacturing base comprising Anstey wallpaper factory in Loughborough and Standfast & Barracks a fabric printing factory, in Lancaster. Both sites manufacture for the Company and for other wallpaper and fabric brands. Sanderson Design Group employs approximately 600 people, and its products are sold worldwide. It has showrooms in London, New York, Chicago, Paris, Amsterdam, and Dubai. Sanderson Design Group trades on the AIM market of the London Stock Exchange under the ticker symbol SDG.