



Department
for Work &
Pensions

KICKSTART SCHEME

Payroll Kickstarter

Job summary:

To provide excellent administration support in a timely manner for our Payroll Team. This team plays a key part in ensuring we create the company we want to work for by ensuring colleagues are paid correctly for all aspects of their role.

- Supporting in the maintenance of all basic payroll processes including expenses, pensions, financial reporting and absence
- Communicating with individuals and teams to ensure all colleagues are kept up to date with the latest payroll news
- Supporting in answering individual payroll queries with empathy, correctly and in good time
- Listening to feedback and then supporting in exploring new ways to relentlessly improve the Payroll Team
- Taking the opportunity to grow, develop and thrive and support others.
- Providing excellent customer service to all.
- Complying with company policies and procedures including awareness of the current GDPR regulations and the confidentiality required for the position.

Essential skills:

- Able to use Microsoft office packages.
- Interest in payroll principles/processes and a keen interest in people.
- Excellent communication skills and interpersonal skills.
- Flexible and adaptable manner with plenty of initiative.
- Able to manage own time and prioritise workload.
- Able to use Microsoft office packages.
- Interest in payroll principles/processes and a keen interest in people.
- Excellent communication skills and interpersonal skills.
- Flexible and adaptable manner with plenty of initiative.
- Able to manage own time and prioritise workload.

Work Details:

Monday - Friday 9am - 2.30pm, with a blend between office (Fenton, Stoke on Trent) and home working.