



EXTERNAL JOB VACANCY

A Market leader in Natural Healthcare

G.R. Lane Health Products Limited; is a family owned well established manufacturing business based in Gloucester. The company is a market leader in the natural healthcare field with a broad range of branded healthcare products, which combine the elements of science and nature.

Job Title	Payroll Administrator
Job Type	Finance
Hours of Work	37.50hrs- Hours of work will be 08.00 until 16.30 with 30 minutes for lunch Monday to Thursday and 08.00 until 13.30 on Friday. Minor adjustments to the start and finish times may be possible, subject to agreement.
Salary	Dependant on experience
To Apply	Interested parties should submit their covering letter and c.v. to the HR Department at GRLhumanresources@laneshealth.com

Closing Date for Application: 16th February 2024

POSITION OVERVIEW

Your primary responsibility will be to ensure that the payrolls are run in an accurate and timely manner, whilst adhering to current legislation.

In addition to payroll duties, you will also provide administration support to the Costing Manager.

This will be a fast paced, varied role that requires strong attention to detail and previous experience with payroll administration.

MAIN TASKS AND KEY RESPONSIBILITIES

- End to end processing of monthly payrolls for 250+ employees over 3 companies in the group.
- Managing payroll fixed and variable data through, processing starters and leavers, updating payment and deduction rates/types, administration of statutory payments, tax code amendments and student loans.
- Administration of auto enrolment and company pension schemes.
- Monthly production of internal reports, P32s, P45s and RTI submissions, including raising payments to HMRC and for court mandated deductions.
- Ensuring pay rates, pension contributions and HMRC submissions are compliant with government legislation.
- Maintaining accurate payroll records for Accounts/Audit purposes.
- Resolving payroll queries with employees, departmental managers and external bodies.
- Collating payroll information for productivity reporting for Costing Manager.
- Processing tax year end procedure and issuing P60s.
- Any other ad hoc duties and administration as required.

Skills / Abilities

- Previous experience working within a payroll department.
- Good knowledge of payroll procedures and regulations.
- Experience using Sage 50 payroll (desirable not essential).
- High level of accuracy & attention to detail.
- Strong organisational skills to manage multiple tasks and meet deadlines.
- Ability to maintain confidentiality of sensitive employee information.
- Excellent verbal and written communication skills.
- Competent user of MS Office, particularly Excel.
- A team player