

Job title: Payroll Coordinator
Department: HR
Location: Warwick



Summary

The UK's fastest growing and largest independent energy supplier is seeking a X with experience in X to join their expanding team. First Utility is committed to helping customers reduce their energy bills through the use of innovative technology, by offering cheaper tariffs and campaigning for industry change. This opening comes at an exciting stage and offers a fantastic opportunity for you to be part of a team hungry to make a difference.

We are the '**Growing Business Awards**' Growing Business of the Year 2014 and the only energy company to have been listed in the fast track 100 for four consecutive years

Role overview

Reporting into the HR Reporting and Analytics Manager, the Payroll Coordinator will manage the relationship with our external third party payroll provider, HR department and other key business areas to ensure effective management of queries, case resolution and payroll processes. The role is responsible for in-depth payroll reporting, uploading payroll related data, managing payroll processes and providing support to the business to ensure the accurate delivery of the monthly payroll for 1000+ employees.

Areas of specific responsibility

- Manage the relationship with Outsourced Payroll Provider
- Regularly review Payroll input/processing in line with increases to headcount and HR initiatives.
- Ensure payroll timetable is adhered to through timely and accurate communication with the Payroll provider
- Monitor Payroll instructions and retain instructions for payroll payments/changes to payroll. Respond to any queries, if necessary liaise with payroll provider
- Complete payroll input sheet with payroll changes/variable data.
- Calculate required payroll adjustments for salary changes and starter/leaver adjustments
- Complete Auto Enrolment assessment and Enrolments due each month
- Check the payroll reports against the information supplied to the payroll provider and if necessary liaise with them to make changes.
- Liaise with payroll provider if supplementary payments are required
- Address any payroll queries in a timely manner and make any necessary improvements to processes to avoid a repeat of issues.
- Produce file for payment of pension contributions and process payment
- Provide monthly reports to Finance

The desirable candidate will have

- Experience working within a similar payroll position.
- Advanced report writing skills
- Experience in office administration.
- Ability to manage own work load.
- Great attention to detail.
- Ability to speak clearly and confidently whilst liaising with stakeholders.
- Experience of data input (System and Excel)
- Data management skills.
- Advanced IT literacy in MS Windows and MS Office, particularly Excel

The Benefits

As well as a rewarding career, development opportunities and competitive salary, you'll also enjoy 25 days holiday (plus Bank Holidays), pension, option to purchase childcare vouchers, and become eligible for our staff energy tariff along with other great ad-hoc offers

We believe in putting energy into looking after our teams, so you'll benefit from BUPA Private Healthcare, cycle to work scheme, a great working environment with relaxation areas to recharge your batteries and free soft drinks available all day. We also have "Fruity Friday" where fresh fruit is available every week for all employees.