



Payroll Administrator (HR238)

Full Time (40 hours per week) Competitive Salary

An exciting opportunity has arisen as a Payroll Administrator, based at the Tewkesbury Depot. This role will provide vital support to the Payroll Officer, by assisting with the processing of monthly and weekly payrolls for approximately 350 employees.

You will be CIPP qualified, with substantial payroll and pension administration experience for up to 400 staff. You will be responsible for:

- Weekly/Monthly payroll processing and HMRC reporting
- Assist with year-end and P60
- P11D and P46 Car reporting
- Monthly Pension administration
- Time and attendance system administration

In addition to your previous experience and qualifications, you will possess excellent inter-personal skills, an eye for detail, strong organisation and IT skills, together with the ability to act confidentially.

We are committed to offering development opportunities in your role, to enhance your skills and knowledge, to encourage you to fulfil your potential. In addition, we also offer benefits including:

- Competitive salary
- 30 days holiday inclusive of Bank Holidays
- Group Personal Pension Scheme – 4% Employer contribution
- Online employee benefits platform
- Cycle to Work Scheme
- Refer a Friend Scheme – potentially receive £250
- Employee shop – discounted products and potential free delivery
- Free car parking

For an informal discussion about the role, please contact Hazel Ireland, Payroll Officer on 01684 298959.

For full details, please see the accompanying Job Description.

To apply please visit www.cotteswold-dairy.co.uk, or email hr@cotteswold-dairy.co.uk to find out more.



Job Title:	Payroll Administrator
Department:	Finance
Base Location:	Tewkesbury Depot
Hours:	40 hours per week
Relationships:	Human Resources and all internal customers
Responsible to:	Payroll Officer
Responsible for:	None

JOB DESCRIPTION

Established in 1938, Cotteswold Dairy is one of the UK's leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first class customer service.

Team Cotteswold:

At Cotteswold Dairy we recognise that we will achieve far greater success working as a team, with empathetic people management and valuing each other, our staff and our customers.

The aim of 'Team Cotteswold' is to give a disciplined and determined effort to value everyone and everything and as a consequence make the Company the first preference for employees and customers alike over the long term.

The Team Cotteswold Vision:

A well-managed business, with controlled profitable growth, that has an excellent reputation and is recognised as a place of opportunity where people are motivated to work.

Overview:

Cotteswold Dairy employs approximately 350 employees, processing payroll at Weekly and Monthly intervals for varying roles. This role is responsible for weekly/monthly payroll processing and HMRC reporting, assisting with year-end and P60's, P11d AND p46 Car reporting and monthly pension administration.

Main Duties & Responsibilities:

- Weekly/Monthly payroll processing and HMRC reporting
- Deputise for the Payroll Officer
- Assisting with year-end and P60
- P11d and P46 Car reporting
- Monthly Pension administration



- Time & Attendance system administration
- Input all payroll amendments, and keep detailed records.
- File all payroll related matters.
- Answer staff pay queries.
- Archive all payroll files as appropriate.
- Provide statistical information as required
- To assist with any other clerical duties as required.
- Any other duties as required by the Directors.

Skills (Essential):

- CIPP Qualified
- Substantial payroll experience
- SAGE Payroll
- Strong IT skills, especially excel
- Excellent inter-personal skills with the ability to communicate effectively with a variety of people
- Accuracy and attention to detail
- Excellent organiser
- Effective time management/prioritising
- Excellent telephone manner
- Ability to manage multiple tasks and deadlines
- Discretion, tact and confidentiality

Skills (Desirable):

- Knowledge of Kelio