**Ve A bit about the role**...

Reporting to the Senior People Analyst, you will manage the weekly and monthly payroll set up to build up an accurate and clear picture of employee gross pay.

Your key responsibilities will involve carrying out day to day people & payroll tasks including collating timesheets from different areas of the business and creating files for all absence types, processing absence data, supporting management of joiner, mover & leaver processes. You will be liaising with key stake holders across the business, improve processes to streamline daily procedures and contribute to key people change initiatives.

Prioritisation and time management skills are crucial due to the nature of the role, you will regularly be required to accurately process payroll data within an agreed timescale.

**What you will bring to the role...**

Essential

* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) is essential
* Familiar with complex excel functions
* Comfortable handling large volumes of data in a fast-paced environment
* Exceptional organisational skills
* Attention to detail
* Interpersonal and communication skills (verbal and written)
* Time management skills with the ability to shift priorities when needed
* Ability to handle confidential information
* Excellent analytical and problem-solving skills

Desirable

* Payroll knowledge
* HR knowledge
* Advance excel qualification