

Accountancy Capital

<https://www.accountancycapital.co.uk/job/interim-payroll-manager/>

Interim Payroll Manager

Description

Job Title: Interim Payroll Manager

Location: Birmingham, UK

Employment Type: Interim/Contract

Company: Manufacturing Business

Reports To: Finance Director

Job Summary:

Our clients are seeking a skilled and experienced Interim Payroll Manager to oversee the payroll function for our manufacturing business in Birmingham. The successful candidate will be responsible for managing the end-to-end payroll process for 280 staff members, ensuring accuracy and compliance with all legal and company policies. This role will include both weekly and monthly payroll cycles, requiring a keen eye for detail and the ability to work efficiently in a fast-paced environment.

Responsibilities

Key Responsibilities:

- **Payroll Processing:** Oversee and manage the entire payroll function, including both weekly and monthly payrolls for 280 employees. Ensure all payments are processed accurately and on time.
- **Data Management:** Maintain and update payroll records, including employee changes, benefits, bonuses, and deductions. Ensure data integrity and confidentiality.
- **Compliance:** Ensure payroll activities comply with statutory requirements, including tax, National Insurance, pension contributions, and other relevant regulations.
- **Problem Resolution:** Address payroll-related queries and issues promptly, providing solutions and guidance to employees and management.
- **Reporting:** Prepare and submit relevant payroll reports to the Finance Director, including monthly payroll summaries, tax filings, and pension contributions.
- **System Maintenance:** Manage the payroll software system, including regular updates and troubleshooting any issues.
- **Process Improvement:** Review current payroll processes and suggest improvements to enhance efficiency and accuracy.
- **Coordination:** Work closely with HR and the Finance team to ensure seamless integration of payroll data, including new hires, terminations, and salary adjustments.

Qualifications

Qualifications & Experience:

- Proven experience as a Payroll Manager, ideally in a manufacturing or similar environment.
- Strong knowledge of payroll procedures, statutory regulations, and

Hiring organization

Accountancy Capital

Employment Type

Temporary

Beginning of employment

1st November 2024

Duration of employment

Six months maybe longer

Industry

Manufacturing

Job Location

Birmingham

Working Hours

9-5

Base Salary

£ 55,000 - £ 60,000

Date posted

September 27, 2024

Valid through

30.09.2024

compliance requirements.

- Experience handling both weekly and monthly payrolls.
- Proficiency in payroll software (e.g., Sage Payroll, ADP, or similar systems) and Microsoft Office Suite, particularly Excel.
- Excellent organizational and time management skills, with the ability to manage multiple tasks under tight deadlines.
- Strong attention to detail and problem-solving skills.
- Excellent communication skills, both written and verbal.

Job Benefits

Duration & Compensation:

- This is an interim/contract position with an expected duration to cover a transitional period (e.g., maternity leave, project, etc.).
- Competitive daily rate, commensurate with experience.

Contacts

Accountancy Capital are leaders in [Payroll Manager Recruitment](#).