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

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

similar environment.
- Strong knowledge of payroll procedures, statutory regulations, and 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.