**Pension Payroll Administrator**

**Location: Home and hybrid working with 2-3 days in the Chichester office.**

We are recruiting a Payroll Administrator to provide a high-quality payroll service to clients and customers.

**What can you expect?**

As part of the Pension Payroll team, you can expect to be part of an organisation rooted in integrity, respect, teamwork and excellence.

**What you will be rewarded with?**

We offer competitive salaries and an extensive benefits package that can be tailored to your lifestyle and personal circumstances.  Benefits include Private Medical Cover, Life Assurance 6 times salary, Health and Wellbeing schemes. 25 Days Annual Leave, with the option to buy or sell up to 5 days per year. Excellent defined contribution pension scheme with up to 12% employer contribution (based on a 4% employee contribution). Core working hours with flexible start and finish times. Support with development and progression is encouraged in addition to available training for CIPP (Chartered Institute of Payroll Professionals). Volunteer opportunities.

**We will count on you to:**

Take responsibility for quality and accuracy of payroll administration and reconciliation for designated schemes. Be organised to minimise risks of incorrect information by effectively managing your workload. Process Payrolls in accordance with Payroll cut off schedule. Support your Team Manager and other team members. Ensure PAYE reconciliations are completed on a monthly basis in preparation for EOY submissions. Demonstrate professionalism and organisation when in contact with auditors including responding to data requests, escalating queries where necessary.

**What you need to have:**

Good computer literacy including MS Office Good numerical skills and a logical approach to problem solving. Good level of education in Maths and English. Good customer service skills, including verbal and written experience. An attention to detail and a positive ‘can do’ attitude.

To apply email: -

* [melisa.faruk@aptia-group.com](mailto:melisa.faruk@aptia-group.com)

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