



Our Values: Caring, Safe, Professional



Payroll Manager – up to £40K pa (dependent on experience)

CSP requires a Payroll Manager to run its payroll operations for 100 monthly-paid and up to 2,000 fortnightly-paid staff. The Payroll Manager is responsible for the accurate processing of the Company payroll in accordance with internal policy and all relevant legislation.

The ideal candidate will take pride in delivering an excellent payroll service and be committed to ensuring staff are paid accurately and on time, every pay period.

A full job description is available [here](#).

What you will be doing

- Responsible for importing all new employee details from the staff booking and HR systems onto the payroll system, ensuring that all information is accurately recorded to allow the correct employee Tax and NI to be deducted
- Responsible for ensuring that all incoming and outgoing employees are reported to HMRC through the RTI submission and that all relevant documentation is received/generated i.e., P45/P46 forms
- Responsible for the management of Pension auto-enrolment and re-enrolment including declarations.
- Demonstrating a pro-active approach in the management of the payroll procedures in place and adopting a flexible approach to use of the payroll and related tools available in order to develop those procedures
- Responsible for Year End procedures and completing P11Ds for the benefit in kind
- Proactively developing and keep up to date with new payroll legislation and compliance

What CSP can offer you

- A salary between £35,000 and £40,000 per annum (dependent on experience)
- A 37.5 hour working week
- Up to 25 days' holiday (after qualifying service) plus Bank/Public Holidays
- Pension scheme with excellent employer contribution
- Private Medical Insurance (after a qualifying period)
- Life insurance at 4x salary
- Access to salary sacrifice schemes
- A range of valuable medical and practical support services through an external Employee Assistance provider
- The opportunity and support to work towards a professional or vocational qualification in payroll services

What we need from you

- Experience of processing payroll for an SME
- CIPP membership is desirable
- In-depth payroll knowledge including payroll legislation, statutory rates, Year-End procedures and pension
- Thorough attention to detail
- Ability to prioritise, be proactive, take the initiative and work to deadlines
- Excellent organisational and administrative skills
- An effective and confident decision-maker
- The ability to exercise tact, discretion and maintain confidentiality at all times

Vacancy details

Salary: £35,000 - £40,000 per annum

Location: Watford

Closing date: 12 March 2023

To apply, send over a copy of your CV to HR@gotocsp.com

