

JOB VACANCY

The logo for TRAC International Ltd, featuring the word "trac" in a bold, lowercase, yellow sans-serif font, centered within a black diamond shape. The diamond is set against a background of a light grey grid pattern.

SENIOR PAYROLL ADVISOR – PART TIME TRAC INTERNATIONAL LTD

OVERVIEW

The role of the Senior Payroll Advisor is to take responsibility for efficiently and accurately processing the companies staff salary payroll processing with associated reporting and processing alongside other associated duties as part of the accounts and finance team.

KEY FUNCTIONS – ACCOUNTS

- Monthly staff salary processing.
- Completion of various reporting and returns, P32, P45, P60's RTI's Pension uploads etc
- Pension contribution administration.
- Query resolution.
- Bank Reconciliation and various postings.
- Final checks on weekly payroll processing.
- Other associated accounts duties as required

COMPETENCY REQUIREMENTS

Education

- A good level of numeracy/ literacy, educated to Higher grade level or equivalent.

Job Specific

- HNC/ HND Accounts related subject preferable.
- Good understanding of Sage Payroll application.
- Good understanding of some of the Microsoft Office applications.

EXPERIENCE

Previous payroll processing experience is essential ideally handling staff salaries and associated processes.

LINE MANAGER - FINANCE MANAGER/BUSINESS SUPPORT MANAGER

LINE REPORTS - N/A

LOCATION - This job is based in our Aberdeen Office, Thistle Road, Dyce.

ADDITIONAL DETAILS – This is a part time role approx. 28hrs per week, Hours of work are flexible to suit successful candidate availability, childcare etc and the processing cycles.

APPLICATION – CV's and covering letter should be addressed to Kevin Stephen, Business Support Manager and emailed to recruitment@trac.com