

Payroll Manager at Numatic International Ltd, Chard

Numatic International are now searching for an experience Payroll Manager to join the team.

Numatic International, best known for the Henry and Hetty Vacuum cleaners alongside cordless solutions through to customisable janitorial systems, is undergoing substantial expansion in the next 3 – 5 years. Numatic delivers professional, practical, and reliable equipment, designed, engineered, and all made right here in the UK. With sales to over 100 countries worldwide and an enviable new product slate there has never been a better time to join. Located in Chard, on the Somerset, Devon, and Dorset borders, it offers a semi-rural lifestyle, enviable education provision, access within 20 minutes to stunning coastal shorelines yet with quick links to major towns and cities.

This is a new role for our business and will report directly to the Head of HR and be part of the wider HR team. The role is self-defining, will manage a small payroll team and provide additional support into areas such as compensation and benefits alongside pay and grading. With the planned introduction of a new HR and payroll system looming this role will provide endless exciting opportunities to be part of something unique.

Main Responsibilities

- Process all weekly and monthly payroll and pensions documentation inc. new starter / leavers / change of terms to ensure that each payroll run is complete so that an efficient and effective Payroll & Pension service is delivered to all colleagues across the business.
- Undertake multiple payroll activities/queries ensuring that all queries are resolved in a timely manner delivering efficient, effective, and professional customer service.
- Ensure that procedures and processes are followed accurately to meet legislative and business requirements including those on data protection.
- Communicate effectively and continuously at all levels both internally and externally to ensure that our colleagues are not required to chase for responses to queries.
- Take responsibility to research and understand new/changing employment legislation/policies, to provide accurate advice.
- Submit RTI, and pension reporting via system gateway, file all payroll back up for audit purposes, prepare P45's / P60's etc.
- ***Additionally, the role will be heavily involved with system transition which will include assistance with the migrating of data onto a new HR/payroll system, working with operational managers to continually train and upskill them on time and attendance duties as well as tracking and quantifying time and efficiency savings***

About you:

- In depth Payroll and Pensions knowledge covering all aspects of payroll and the applicable legislation
- Experience in delivering monthly/weekly payroll to high accuracy in a similar-sized business of 1,200 (and growing) colleagues.
- Good problem-solving skills and able to identify issues, some of which may be complex and resolve them within agreed payroll procedures and timescales.
- Approachable, helpful with an open communication style and able to foster a 'can do' attitude at all times.
- Educated to A level standard with good passes in English & Mathematics at GCSE Level.
- Experience in Success Factors (SAP) / IRIS Payroll, pensions, and PAYE payments advantageous but not essential

Salary: £40,000 - £45,000 per annum

Other Benefits

- Free, onsite car parking,
- Digital Staff shop and onsite refreshment facilities (Co-op branded)
- Cycle to work scheme,
- Employee Assistance Programme (CIC) and inhouse Wellbeing services,
- Long service awards,
- Company pension scheme including a death in service benefit of 4 x annual salary (when joining the pension scheme).

