

| | |
|---|--|
| Job title | Payroll /Benefits (40 hours per week) |
| Reporting to | HR Manager |
| Division & location | Central Services North West / Warrington |
| Job summary | <p>Svella Connect is a leading provider of telecoms and digital infrastructure with the majority of our work delivered within long-term alliances and framework contracts. Our focus is on delivering efficiency by developing innovative ways of working to ensure excellent service for our clients and their customers, whilst exceeding regulatory demands.</p> <p>Our people are at the heart of everything we do, and our central service support teams are on hand to provide the necessary support and guidance. You don't have to wear a hard hat to have a positive impact here. Our central service functions range from IT and Procurement to HR and Communications ensuring the seamless integration across our business.</p> <p>We are looking to recruit a Payroll & Benefits based out of our Warrington office. Given the nature and circumstance of the role, the successful candidate will need to understand the importance of confidentiality and can expect to work in a fast-paced environment supporting the external Payroll Bureau with organisational change, processing both weekly and monthly payroll submission, involvement of the digitalisation of timesheets, benefits available to the work force.</p> <p>We are looking for people who are passionate and dedicated who, like us, are determined to make a real positive impact.</p> <p>What you'll be doing day to day</p> <ul style="list-style-type: none"> • Processing both the weekly and monthly payroll templates to meet critical deadlines • Liaising with our outsourced Payroll team • Dealing with Payroll related queries including answering the telephone, responding to emails and providing first line support in a timely manner. • Keeping control over expense submissions, mileage claims and over time submissions. • Monitoring and updating Company benefits such as Private Medical cover • Submission of monthly updates to pension platforms • Monitoring and submitting data for the Employee Assistance Programme • Updating information within the HR information system (currently utilising Cascade) • Supporting the HR team on a day-to-day basis, assisting with queries and various administration • Supporting with ad hoc HR related projects • Using a variety of internal systems for specific HR tasks • Uploading electronic documents • Logging absence information • Creating and issuing HR / Payroll related communication and letters • Inputting and cleansing data • Working to deadlines to maintain company standards and meet requirements • Working to GDPR and Company compliance and understanding its importance |
| The personal attributes we're looking for in a candidate | <ul style="list-style-type: none"> • Desire to understand and promote the Company purpose, vision, values and culture • Organised, structured and professional, with a passion for achievements • Flexibility, resilience and the ability to communicate and build relationships with people at all levels • Commitment to the provision of excellent customer service • Computer literacy skills |

| | |
|-------------------------------------|---|
| | <ul style="list-style-type: none"> • Strong attention to detail • Previous experience in Payroll would be desirable • Basic MS Office skills including Excel and Word • A strong desire to help and support others • A can-do attitude with the ability to adapt to the department's needs • Verbal and written communication skills • Enjoy working within an office environment with an interest in HR, Payroll and Benefits |
| <p>What we can offer you</p> | <ul style="list-style-type: none"> • Full training • 25 days holiday plus bank holidays • Lifeworks scheme (discount from high street retailers) and access to a 24/7 Employee Assistance Programme • Free eye test vouchers • Life assurance • Private Medical Insurance • Free Parking • 5% pension contribution • Hybrid working between office and home working • Dress-down Friday (casual but appropriate for a customer-facing environment) • 4.30pm finish on Fridays <p>Salary banding: £23,000 - £26,000 per annum DOE.</p> <p>Please note – we may have to close applications to this role sooner than anticipated depending on the number of applications received.</p> <p>** Please note, should you not hear back within 10 days of submitting your application then on this occasion you were unsuccessful - we will however keep your CV on file for future reference.</p> |
| <p>Applications</p> | <p>Applications including full CV by e-mail to: recruitment@svellaconnect.com or online via the careers page of our website https://www.svellaconnect.com/careers</p> <p>At Svella, we are committed to creating inclusive opportunities for all our employees. We encourage applicants from all backgrounds to reflect the communities in which we operate and serve, and the customers we support. Please do let us know should you require any reasonable adjustments during any part of the application process.</p> |

