

The Right HR solution for you ...

HRSolutions (GB) Limited

Solving YOUR HR and Payroll needs



Due to the recent expansion of our client base an opportunity has arisen for motivated individuals to join our successful and expanding company. We currently have an exciting opportunity for a Payroll Officer to join HR Solutions Limited at our offices based just north of Lincoln. This role would suit someone with a passion for payroll, who enjoys a different challenge every day.

Payroll Officer

We require, a confident, organised, enthusiastic individual to take on the role of Payroll Officer, providing day to day Payroll advice and support to the education sector through our payroll bureau. This will include operating monthly payrolls for Schools and Colleges throughout the country, correctly applying different terms & conditions.

Knowledge of Schools and Local Government Terms and Conditions including pension administration would be an advantage.

- Excellent communication skills both verbal and written
- Essential requirement being able to work as part of a team
- Ability to prioritise work to meet tight deadlines
- Being proactive and ability to work independently

Sound working knowledge of HMRC requirements regarding Tax, NI, Statutory deductions and payments is essential.

About us

HR Solutions (GB) Limited recognises the vital importance of and is committed to giving consistently high levels of service delivery to our clients. We actively work with our clients to ensure that together all of their HR and Payroll requirements are satisfactorily fulfilled.

Due to the nature of our work, all the above roles are conditional upon a clear Disclosure & Barring Search.

For further information, the job description and an application form, please visit our website at www.hrs.gb.com.
Salary is dependent on skills and experience.

Closing Date for the receipt of applications via post marked
Private & Confidential to Sarah Subden or e-mail

Closing date : XXX

The interviews for all successful candidates will be held around
XXX

No faxes, agencies or CVs.