

Payroll Assistant

ROLE PURPOSE

The Instant Group are seeking a highly organised and driven individual to join the HR team as a Payroll Assistant collating and sending payroll data for all Instant employees globally to our outsourced payroll providers.

You will be an excellent communicator both verbally and in writing, able to demonstrate an eye for detail, highly organised and be a team player.

This role would suit someone with a minimum of 3-5 years relevant work experience in payroll admin with additional general HR admin experience also.

KEY RESPONSIBILITIES

Payroll Admin

- Manage the global payrolls (UK, US, AsiaPac and EMEA) with the outsourced payroll providers in a timely and accurate manner.
- Submit monthly data to each provider and ensure the authorisation and sign off processes are completed in a timely manner. More countries may be added as we expand and this person would need to be involved and lead the implementation of those payrolls.
- Monthly processing of payroll input to include: starters, leavers, sickness absence, overtime, maternity, pension, change of personal details, or any other required input
- Updating of all schedules related to payroll processing
- Acting as a point of contact for employees for any payroll queries
- Ensuring payroll process and procedures are accurately maintained
- Processing of payroll related letters
- Support annual payroll processes – ie P11D preparation

HR Admin

- Preparation and administration of all HR documentation to include: offers, starter packs, leavers, references, probation and pension
- Induction support to ensure all relevant documentation is provided and documented
- Tracking of probation and temporary staff dates
- Assisting with maternity, paternity, flexible working and sickness matters.
- Filing and scanning of relevant documentation

BACKGROUND AND EXPERIENCE

- 3-5 years payroll admin experience working with an outsourced payroll provider.
- Capable of managing sensitive data in a timely manner with outstanding levels of accuracy
- Previous experience of general HR admin
- Ability to work under periods of pressure, as part of a team
- Strong interpersonal skills and customer-facing skills
- Ability to multitask
- Outstanding time management and organisation skills
- Positive attitude towards change, with HR and the company and great adaptability
- Excellent spoken and written communication skills in English
- Sound knowledge of MS office applications and preferably advanced Excel skills

Working at Instant

About The Instant Group

Whether it's market volatility, AI, digital connectivity or the rise of the millennial, we are seeing fundamental changes in how and where we work. **These changes are accelerating.**

We are a workspace innovation company that enables our clients to navigate continual disruption with continual transformation. Our flexible workspace solutions inject enterprise agility, strengthen brands, attract talent, nurture collaboration, reduce cost and drive EBIT performance.

This moves beyond 'workspace as a service' to workspace as a platform for growth, creating unique environments where people, place and performance converge. The Instant Group is **Rethinking Workspace.**

Established in 1999, The Instant Group has achieved 23% compound growth over the past 4 years and continues to expand with private equity funding from MML Capital in 2012. It has offices around the world including London, Berlin, New York, Hong Kong and Sydney and employs more than 150 staff.

A business is only as good as its people

It's not all noses to the grind-stone though; Instant is a fun and dynamic place to work, where colleagues support one another and where the next social event is always just round the corner. We have been consistently rated as one of the best small companies to work for by the Sunday Times and are committed to continuing to make Instant a great place to build a career.

Instant is a values-driven organisation. We adopt and live by our values:

- We are passionately client focussed 24/7, 365
- We operate with integrity and a sense of fun
- We build long term client relationships based on trust
- We question convention with the desire to improve performance
- We collaborate in teams to create solutions that solve client problems
- We strive for excellence in all that we deliver
- We attract and develop the most talented people

We are a fast growing business with an exciting and vibrant atmosphere, where staff are encouraged to think for themselves and are rewarded for contributing to our success.

To support our ambitious growth plans, we want to attract and develop the best people – resourceful, committed individuals with relevant experience and a client-centric mind-set.

The details

We pay market salaries and the right person will be offered a package according to their experience.

You will be based at our office in Newcastle.

You will work 9am to 6pm Monday to Thursday and 9am to 4pm on Fridays.

For more information please contact Alice Mitchell:

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