Payroll/ HR Services Partner

Permanent, full time

Atradius

The Atradius Group provides trade credit insurance, surety and collections services worldwide, and has a presence through 160 offices in 52 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit.

At Atradius, we believe in personal development and the Growth Mindset. Our Culture is based on teamwork, reliable accountability, constantly improving and unrivalled service. Read on more on our Career site: https://careers.atradius.com/en/careers.

Unit Description:

The successful candidate will support the HR team reporting directly to the HR Services Manager. Through superb mentoring and development, the candidate will quickly develop key skills in Management Information reporting in relation to HR and Payroll processes, project management, management of stakeholder relationships and a good knowledge of the workings of a busy HR and Payroll Department.

The ideal candidate will have a keen interest working in a busy Human Resources Department. They will have a sound working knowledge of Excel, be proactive, resilient and flexible in their approach, possessing sound communication and strong analytical/technical skills.

The Job Role:

- Administering an integrated payroll & HR system & data entry into both ADP iHCM and Oracle HCM to ensure employees and contractors have systems access, and employees get paid correctly and on time.
- Responsibility for 4 x monthly payrolls for UK & Ireland – including payroll calculations, HMRC processes including SSP, SMP, P45's, P11D's, Tax year end, New Tax year procedures, committing and reconciling the payroll.
- Payroll entries can include (but not limited to) childcare allowance, season ticket loans, Cyclescheme, salary changes, starters, leavers, commission payments, bonus payments – including calculations of these as appropriate.
- Administration of the Pension Schemes including compliance with auto-enrolment duties. Also ensuring deductions are processed accurately for 5 pension schemes and uploaded to the pension administrators on-line portal within a set timeframe.
- Negotiating the annual renewal costs with the providers of Private Medical Insurance, Denplan, Medicash, in line with the Atradius Flexible Benefits salary sacrifice scheme. Furthermore, being the day to day point of contact.
- Administrating Ex-Pats pay reviews annually, negotiate annual healthcare renewals, ensuring pensions are correctly reported, and assisting with tax and NI reporting via legal representatives.
- Administer the annual renewal of the UKIV licensing process for Atradius visa requests and assisting with new employee visa applications.
- Understanding of GDPR and HR compliance and monthly data cleanse.
- Completing ONS surveys
- Liaising with internal and external auditors as appropriate
- New starters HR inductions, background screening checks, setting up on payroll, issuing of contracts, diarising probation periods, being point of contact for any pay queries.
- Management Information Reporting on a monthly basis and ad hoc as required. Strong analytical skills, use of MS Excel, and attention to detail essential.

•Recruitment administration – advertising vacancies, liaising with Managers, arranging interviews, liaising with candidates and being their point of contact during the recruitment process.
•Absence recording and monitoring in line with policies.
•Arranging meetings as appropriate and occasional minute taking.
•Intranet publishing for HR UK & Ireland.
•Supporting the HR Services Manager, HR Business Partners and HR Manager.

Knowledge & Skills:

•Strong numeracy, oral and written communication skills
•Previous payroll experience
•High level of computer literacy – in particular Outlook, Excel and Word. A lot of time will be spent in Excel for management reporting so understanding of pivot tables, VLookups, formatting etc is essential for this role.
•To be able to prioritise busy workloads. This is a busy, but varied role.
•To be able to adapt to monthly/quarterly/annual deadlines and to re-prioritise where deadlines conflict.
•Keeping up to date with employment law and legislative changes.

Personal Qualities:

•Confidential and honest
•Trustworthy, reliable and committed
•Determination to do an excellent job with attention to detail.
•To be able to work as a team, as well as working independently.
•Will live the Company Values and be an ambassador of the Company.

What do we offer?

We are a global company and recruit talent throughout the world. We promote a positive and diverse working culture for all our people and value experience and expertise from a wide variety of backgrounds. If you feel you meet the requirements of this role then we want to hear from you. In return, we offer the following benefits:

•A dynamic, international and challenging work environment
•Training and support to reach your full potential including the opportunity for continuous professional development
•Competitive salary and bonus scheme
•27.5 days holiday plus public holidays.
•Hybrid working (work up to 2 days a week from home)
•Market leading pension package (Currently 12% employer contribution with no required employee contribution and 3% contribution matched)
•Income protection scheme (covering 75% of salary plus pension contributions)
•Life assurance cover at 10 x annual salary.
•Employee Assistance Programme

Do you have any questions about our offer?

Caroline Keeping, Human Resources, is available by e-mail at Caroline.keeping@atradius.com.

I am Atradius! - Do you want to know who we are?

Get to know Atradius colleagues in this video: https://www.youtube.com/watch?v=NnsgT04OpTU&t=4s

Equal opportunities for all

The success of our organisation stands with the quality of our people and the ideas they have. Insights and innovative solutions for our customers are the result of an interplay of

cultures, knowledge and experience. That is why diversity is extremely important to Atradius. To ensure that all colleagues within Atradius can develop their qualities, we promote an inclusive culture in which everyone feels involved and valued. We encourage and welcome everyone to apply to our positions.