



Role	Payroll Administrator
Location	Sheffield
Salary	Competitive salary

About us

Isosceles provides bespoke strategic and operational HR, Payroll, Accountancy and Finance expertise to UK and international companies. We work with clients in tech, life science, manufacturing, research and service industries. All ambitious. All growing. All expecting first class support from their professional partners.

About the job

We're looking for an experienced Payroll Administrator to provide high-quality Payroll support to our Payroll Team.

You'll help great companies achieve their ambitious growth plans by providing an efficient, accurate, seamless and client focussed Payroll administration service.

Exactly what you'll do on a day to day basis will be influenced by your clients, but could include:

- Payroll data entry and management.
- Pension administration.
- Preparing RTI submissions.
- Assist in payroll calculations and statutory deductions.
- Preparing reports.
- Liaising with HMRC and third-party providers.
- Meeting all reporting and payment deadlines.
- Liaise with clients, client representatives, and their staff regarding payroll queries.
- Work across multiple clients simultaneously.

About you:

You'll be a primary point of contact for your clients, representing the Isosceles brand in everything you do. You'll need to be:

- An experienced Payroll administrator.
- Inquisitive.
- Able to provide exceptional levels of customer service.
- Excellent organisation and time-management skills.
- Resilient, flexible, able to balance competing demands on your time from multiple clients.
- Highly accurate. First time.
- Brilliant at building and maintaining relationships at all levels.
- Proactive, polished, professional, positive.
- Experience of BrightPay preferred.
- Experienced in Microsoft Office, including Excel.