



Join our Team: Payroll Officer

The Role

We are currently seeking an **experienced Payroll Officer** to join our busy HR Team. The successful candidate will assist the team to provide an accurate and timely payroll provision for our weekly and monthly-paid Employees and Pensioners.

Our Company

Portmeirion Group are a successful company with one overall aim: to be the leading force in the global homewares sector by growing our six amazing brands. We have a culture whereby we work together as one team; we are respectful, think global, push boundaries, work hard and embrace tomorrow today.

What you will need to be successful:

The ideal candidate will hold a payroll qualification - IPP Foundation in Payroll or equivalent and have a **minimum of 2-3 years of experience in payroll**, ideally from a manufacturing background. A sound understanding of Payroll and Pension legislation is essential along with the ability to work well within a team. Being a point of contact for Time and Attendance system (TMS), payroll and pension queries, strong communication and organisation skills are essential to ensure that the payrolls are processed accurately and on time. They will have a keen eye for detail and accuracy, utilising Microsoft Excel to produce numerous management reports. The ability to use pivot tables and V look ups within Excel would be advantageous.

If you are confident that you have the drive and commitment required to make a full contribution to this vital part of our business please send your full CV to: scooke@portmeiriongroup.com

Please note: All applications will be processed within two weeks of the closing date. We reserve the right to close this position earlier than the published date should we receive a high volume of applications. The data collected by the submission of your CV is for the purpose of processing your job application and for statutory purposes. For more information please refer to our Employment Privacy Policy which can be found at www.portmeiriongroup.com and includes further information about processing of your personal data and your rights.

