

Company: IAM Experts Ltd
Location: UK
Role: Payroll, Pension, and Holiday Administrator
Job Type: Permanent, Part-time, Hybrid

Payroll, Pension, and Holiday Administrator

About IAM Experts:

IAM Experts is a leading consultancy firm that provides professional services in Identity Access Management (IAM) to organisations worldwide. With over 16 years of industry recognition, we are committed to delivering expertise and dedication to every project. Collaborating with established leaders and emerging vendors, we stay ahead through continuous technology watch. Operating across three continents with offices in the UK, France, India, and South Africa, our diverse team is proficient in 5+ languages, supporting clients globally. We take pride in our international reputation and rely on the support of over 350 valued consultants in the IAM space. In our dynamic environment, we promote open communication, respect, trust, and ongoing improvement.

Interested in joining our team of skilled professionals? We are currently seeking a driven, friendly, and confident **Payroll, Pension, and Holiday Administrator**. This role is primarily remote and part-time for a UK-based professional.

Job Description:

The ideal candidate will excel under pressure, demonstrate initiative, and be a team player. A strong work ethic is essential, as you'll be an integral part of a small, dynamic team. As the **Payroll, Pension, and Holiday Administrator**, you will manage and administer payroll processes, pension schemes, and holiday entitlements for the company. You will ensure accurate and timely payroll processing, compliance with pension regulations, and effective management of employee leave records.

Key Responsibilities:

Payroll Administration:

- Process monthly payrolls for all employees, ensuring accuracy and compliance with company policies and legal requirements.
- Maintain payroll records, including timesheets, salary adjustments, bonuses, commissions, deductions, and tax information.
- Staff Expenses.
- Assist with managing time allocations of staff's project time on a weekly basis ensuring systems are updated and reports are run.
- Prepare and distribute pay slips.
- Handle payroll queries and resolve discrepancies promptly.
- Ensure compliance with statutory requirements, including tax filings and other relevant legislation.
- Completion of P11D's, P60's and P45's.
- Payroll Benefits.

- Adding new members of staff to the private health insurance and ensuring the payroll benefit portal for HMRC is accurate.
- Management of SSP and SMP.
- Keep tax codes up to date.

Pension Administration:

- Administer company pension schemes, including enrolments, re-enrolments, declarations of compliance, changes, and terminations.
- Liaise with pension providers to ensure accurate contributions and compliance with regulatory requirements.
- Provide employees with information and guidance regarding their pension plans.
- Prepare and submit necessary pension reports and documentation.

Holiday Administration:

- Manage employee holiday records, ensuring accurate tracking of leave entitlements and usage.
- Process holiday requests and update the HR system accordingly.
- Ensure compliance with company holiday policies and relevant legislation.
- Provide regular reports on holiday balances and usage to management.

Job Requirements:

Qualifications and Skills:

- Bachelor's degree in Human Resources, Accounting, Business Administration, or a related field preferred.
- Strong numerical and analytical skills.
- Good understanding of payroll and pension regulations.
- Proficiency in MS Office, particularly Excel.
- Strong organisational and time management skills.
- Ability to handle sensitive and confidential information.

Key Competencies:

- Attention to Detail: Ensures accuracy and thoroughness in all aspects of the job.
- Problem-Solving: Identifies and resolves issues effectively and efficiently.
- Communication: Clearly conveys information and responds to queries from employees and management.
- Compliance: Ensures adherence to all relevant laws, regulations, and company policies.
- Customer Service Orientation: Provides excellent service to employees.

Your Experience:

- Minimum of 2-3 years of experience in payroll administration, with experience in pension and holiday management preferred.
- Experience with payroll software such as **Xero** and **BrightPay** and HR systems.

**Compensation:**

Gross salary: £25,000 - £30,000 full-time (pro-rata) per year based on experience.

Insurance: Private medical insurance.

Pension: Pension benefits are detailed in the employment agreement.

Holiday: 28 days, plus bank holidays.

Work Style: Hybrid

This is a part-time position, Monday to Friday. You will work remotely, but we organise team meetings once per month in our London office in Paddington.

This position requires flexibility, as occasional overtime may be needed during peak payroll periods, particularly towards the end of the month. Alternatively, the work schedule can be amended for the last working week of the month.

Please note, you need to be authorised to work in the United Kingdom. We do not currently offer visa sponsorship.

Why Join Us:

At IAM Experts, you'll have the opportunity to work with cutting-edge technologies and collaborate with a talented team of professionals. We offer competitive compensation, comprehensive benefits, and opportunities for career growth and advancement. If you are passionate about technology and cybersecurity and thrive in a vibrant environment, we'd love to hear from you!

IAM Experts is an equal opportunity employer and values respect, diversity, inclusivity, and fairness in the workplace.

Contact:

If you want to be part of our dynamic and talented team, send your CV and cover letter to careers@iamexperts.org. Applications will be reviewed on a rolling basis until the position is filled.