

# PAYROLL ADMINISTRATOR

At Portsmouth Water we have been supplying water to Portsmouth and the surrounding area since 1857. We supply a population of around 700,000 as well as many important industries and defence establishments.

We have a long tradition of providing safe drinking water of the highest quality from its springs, wells, boreholes, and surface water sources.

We are looking for an experienced Payroll Administrator to work in our busy Finance Office, working at all times in line with our values of Excellence, Future Focus and Integrity. The Payroll Administrator will be responsible for running a monthly end to end payroll. This would suit an experienced payroll professional who is looking for a new challenge.

## Responsibilities:

- Processing monthly payroll for 300+ staff and 300+ pensioners using a computerised payroll system (IFS Payroll)
- Processing overtime, bonuses and adhoc payments
- Processing SSP / SMP / SPP
- Generating P60 and P11D's
- Responsible for all payroll reporting, audits and including year-end and HMRC
- Having a proactive approach towards Health & Safety

## Qualifications and experience:

- Level 1 Certificate in Payroll / Bookkeeping or equivalent
- Minimum of 2 years' experience of processing end to end payroll of over 100 employees
- Excellent communication skills both internally and externally
- Excellent IT skills - Microsoft Office
- Experience in analysing data

## Benefits:

For an informal discussion, please contact Xin Austin on 023 9249 9888 ext. 2324

- 24 – 28 days holiday a year
- Private pension plan
- Onsite parking

**Excellence in water. Always.**

Committed to a sustainable future together



EXCELLENCE

FUTURE  
FOCUS

INTEGRITY

**£26,244 to £29,340 (Grade 4)**

If applying externally please include your CV and salary expectations.

Apply to:

Ian Limb, Head of HR, PO Box 8, Havant PO9 1LG

E-mail: [jobs@portsmouthwater.co.uk](mailto:jobs@portsmouthwater.co.uk)

Website: [www.portsmouthwater.co.uk](http://www.portsmouthwater.co.uk)



We are happy to consider flexible working arrangements. This can include alternative days / hours of work or work location. Please specify any request in your application.

We actively support equality, diversity and inclusion and encourage applications from all sections of society.

The Company has a responsibility to ensure that all employees are eligible to work and live in the UK.

**CLOSING DATE: 24 FEBRUARY 2023**