

CAREER OPPORTUNITY

SENIOR PAYROLL ADMINISTRATOR



Cumbria Waste Group are a private equity backed Group Business with our Head Office based in Carlisle. Following a period of transition and investment, we have recently created a new opportunity for a Senior Payroll Administrator to join our high-performing Finance Team. This role comes at an exciting time for the Company as we evolve and grow. We currently employ circa 350 employees across the North of England.

The newly created full-time, permanent position presents a fantastic opportunity for a Payroll professional to truly shape the role, implementing new payroll systems and procedures. The Senior Payroll Administrator's goal is to ensure that the payroll for the Group of companies is processed efficiently and accurately.

The top 5 things about you that are most important:

- **Detail orientated and highly professional with the ability to work under pressure to meet strict deadlines**
- **Adaptable to a fast paced environment**
- **Excellent attention to detail, along with strong analytical skills using Excel and other Microsoft packages**
- **Ability and experience in processing end to end payroll**
- **Good commercial acumen and confidence in influencing Senior stakeholders**

Duties will include:

- Processing payroll for the Group companies on a monthly basis and dealing with any associated queries;
- Ensuring month end, payroll journals and year end processes are accurately processed
- Processing payroll starters and leavers
- Implementing internal controls, to ensure continuous improvements are made
- Project work and data analysis and business partnering

Company Benefits:

- Competitive salary dependent on experience
- 25 days annual leave plus bank holidays
- Buy & Sell Holiday Scheme (up to 5 days)
- Employee & Employer 5% pension contribution
- Free on-site parking
- EAP - Employee Assistance Program
- Cycle to Work Scheme

To apply please email your CV to Oliver.Stewart@orian.co.uk

Closing date: 22 March 2024