



You may not have heard of Stage One, but we can guarantee you will have seen our work.

From the 2012 Olympic Cauldron, architectural experimentation for the Serpentine Pavilion, the Eurovision Song Contest, and even the set for Ed Sheeran's Mathematics Tour, we produce work that is seen all over the world.

We are a creative construction and manufacturing company and are responsible for delivering some of the most iconic projects in recent times.

We are a multi-disciplined manufacturer spread over 12,000sqm of estate, with four facilities that house engineering, fabrication, woodwork, finishing and specialist manufacturing.



Payroll Administrator

The Role:

The Payroll Administrator is responsible for supporting the Financial Controller through the carrying out of tasks within the Finance team.

→ **Salary:**
Up to £27,000 DOE

→ **Hours of Work:**
35 hours per week, Monday – Friday, 9.00-17.00

→ **Location:**
Based at Tockwith, near York



Payroll Administrator

Key Responsibilities:

The Payroll Administrator will be responsible for full end-to-end payroll processing, with key responsibilities including but not limited to:

- Weekly calculation and processing of timesheets for input into the internal system
- Calculation of 4 weekly timesheets for payroll purposes under Stage One payroll rules
- Generation of 4 weekly payroll and associated tasks per checklist
- Generation of salaried payroll and associated tasks per checklist
- Administering data entry tasks related to payroll such as new starters and leavers and calculating payments such as maternity, paternity and sickness
- Clearly communicating with others in the team and other departments in a professional manner
- Supporting the Finance Team with any financial and business planning requirements in development of the business and opportunities, and any other ad-hoc projects including delivery note filing



Person Specification

Qualifications:

ESSENTIAL - A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience

Knowledge:

ESSENTIAL - Previous knowledge of Sage

Personal Attributes:

ESSENTIAL

- Positive attitude to work, drive, enthusiasm and commitment
- Ability to remain calm when under pressure
- Strong attention to detail
- Have a flexible approach to working hours, so that these can be arranged to meet the needs of the business, particularly during busy periods of the year



Person Specification [CONTINUED]

- Willingness to undertake relevant training as appropriate
- Enthusiasm to support other areas of the department as required

Skills, Experience, Abilities & Competencies:

ESSENTIAL

- Competent in Microsoft Office Suite including Outlook and Excel
- Strong communication skills and ability to communicate effectively with a wide range of people
- Excellent time management skills and the ability to effectively organise and prioritise own work and follow procedures to produce work to a high standard, to required deadlines
- Ability to handle a varied and ever-changing workload

DESIRABLE

- Experience of using internal databases



STAGE ONE

Interested?

If you would like to apply,
please send your CV and covering letter to
recruitment@stageone.co.uk