

STAGE ONE

PAYROLL ADMINISTRATOR



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

From the set of the TV show The Voice, to the Eurovision Song Contest stage and even the set for Ed Sheeran's Mathematics Tour and 2012 Olympic Cauldron 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 manufacturing facility spread over 12,000Sqm of estate with four manufacturing and storage facilities, engineering, fabrication, woodwork, finishing and a specialist manufacturing facility.

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

DETAILS OF THE ROLE

<b>SALARY</b>	Up to £28,000 DOE
<b>HOURS OF WORK</b>	35 hours per week, Monday – Friday, 9.00-17.00
<b>LOCATION</b>	Based at Tockwith, near York

## ABOUT THE ROLE

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### Key Responsibilities:

- 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.
- Clearly communicate with others in the team and other departments in a professional manner.
- Support the Financial Team with any financial and business planning requirements in development of the business and opportunities & any other ad-hoc projects including Delivery note filing.
- Work in a team alongside all other departments as required.

## PERSON SPECIFICATION

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

## **SKILLS, EXPERIENCE, ABILITIES & COMPETENCIES**

### ESSENTIAL

- Competent in the 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 in order 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.

**INTERESTED?**  
**IF YOU WOULD LIKE TO APPLY,**  
PLEASE SEND YOUR CV AND  
COVERING LETTER TO  
**RECRUITMENT@STAGEONE.CO.UK**