

## Client Payroll Executive (Romania)

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Company: IRIS Software Group

Location: Romania

Category: office-and-administrative-support

We have an excellent opportunity for an enthusiastic payroll professional to join our payroll team at Iris.

This role is important as you will be a key member of a Payroll Processing team (Education sector) working closely with the team managers and head of department on the successful delivery of our outsourced payroll service in an efficient and timely manner.

### **What will you be doing?**

As a Client Payroll Executive, your day-to-day tasks will typically involve the following:

End to end processing UK Payrolls (Education sector is advantageous)

Processing auto-enrolment pension upload files and corresponding with pension providers;

Resolving customer queries in relation to their payroll and pensions;

Dealing with correspondence from HMRC;

Processing new starters, leavers and P11ds;

Uploading new customers onto our payroll software;

Promoting the IRIS brand in a friendly, professional manner.

### **What skills and experience do you need to have?**

For our Client Payroll Executive role we are looking for those that have end to end education payroll experience.

As you will be processing payroll for multiple clients, it is also really important that you have

excellent organisational and administration skills, a keen eye for detail and accuracy, and can remain calm under pressure during the busy pay run period. Having good Excel skills are beneficial to be successful in the role.

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