



WE NEED YOU

WE'RE LOOKING FOR
PAYROLL & EXPENSES COORDINATOR

LOCATION:
London / Hybrid

WORKING HOURS:
Monday – Friday, 9:00 – 17.30

SALARY:
Up to £40,000

OTHER BENEFITS:
Competitive Reward Scheme Bonus, Life Assurance, Discount portal, Aviva Pension, Samsung/HP Discounts, Company Sick Pay, ETHIC Values - Employee of the month: a chance to win a £500 lifestyle voucher! 25 days holiday + Bank Holidays + 1 day for your birthday. Social events. Access to a dedicated mentor

CONTACT TYPE:
Permanent

REPORTING IN TO:
Payroll And Expenses Manager

WE'RE LOOKING FOR DETAIL-DRIVEN EXPERTS WHO KEEP EVERYTHING RUNNING SMOOTHLY.

If you thrive on accuracy, love working with data, and take pride in getting things right the first time, this role is for you.

Working as part of our Payroll & Finance team, you'll take ownership of payroll and expenses across the UK and ROI. You'll combine technical expertise with analytical thinking, ensuring our people are paid accurately and on time, while maintaining full compliance with legislation and company policy.

This is a role for someone who can work independently, take initiative, and confidently make informed decisions.

TO MAKE A REAL DIFFERENCE IN THESE AREAS

THE CORE (PAYROLL DELIVERY & OWNERSHIP)

You'll take full responsibility for delivering multiple payrolls, ensuring accuracy, timeliness, and compliance at every stage. This includes:

- Monthly UK and ROI payrolls
- Weekly UK payroll
- End-to-end payroll processing using systems like iTrent and Sage

You'll ensure all payroll outputs are fully reconciled, validated, and ready for approval.

THE COMPLIANCE (LEGISLATION & GOVERNANCE)

You'll ensure everything we do meets UK and ROI regulatory requirements. This includes:

- PAYE, NI, pensions, and statutory payments
- Keeping up to date with payroll legislation changes
- Supporting audits with clear and structured documentation
- Preparing statutory submissions such as P11Ds

THE EXPERIENCE (EXPENSES MANAGEMENT)

You'll manage the end-to-end employee expenses process. You'll:

- Review and validate claims through SAP Concur
- Ensure compliance with HMRC rules and company policy
- Analyse spend and produce monthly reports
- Reconcile and process payments

THE REPORTING (INSIGHT & IMPACT)

You'll deliver high-quality reporting to support decision-making. This includes:

- Monthly payroll and expense reporting
- Variance analysis and reconciliations
- Payroll-to-ledger reporting
- Ad hoc analysis for senior stakeholders
- You'll present data clearly, making it accessible to non-finance teams.

THE FINANCE (CONTROL & RECONCILIATION)

You'll play a key role in financial accuracy and control. You'll:

- Prepare and post payroll and expenses journals
- Reconcile control accounts monthly
- Support year-end reporting and audits

Your work will directly support the integrity of our financial reporting.

OUR IDEAL PERSON & THE ESSENTIALS WE'RE AFTER

We're looking for someone who takes pride in precision and thrives in a fast-paced environment.

You'll be a great fit if:

- You have strong UK payroll experience (ROI knowledge is a bonus)
- You're confident managing payrolls independently
- You have experience with payroll and expenses systems (iTrent, Sage, SAP Concur desirable)
- You're highly skilled in Excel and enjoy working with data
- You have a strong understanding of payroll legislation and compliance
- You're detail-oriented and naturally organised
- You can manage multiple deadlines without compromising accuracy
- You're confident communicating with both finance and non-finance stakeholders
- You take initiative and make informed decisions

BONUS POINTS IF YOU HAVE

- CIPP qualification
- Experience in multi-entity payroll environments
- ROI payroll knowledge
- Experience using Power Query or basic VBA