



# Payroll Administrator



We are looking to engage with candidates who have a passion for payroll, and proven experience in a fast-paced business environment. Within the role, you'll be responsible for the accurate input of payroll data for Abellio and our Operating Companies, handling payroll and pension queries, performing routine checks on payroll output, and maintaining employee records.



## Specifications

- Previous experience of working in a Payroll post within a large organisation, and can demonstrate effective handling of a complex payroll (iTrent Payroll experience is desirable, but not essential)
- Knowledge of current payroll legislation and procedures
- Strong attention to detail, with the ability to work smartly to meet tight deadlines
- Effective written and verbal communication skills
- Good levels of computer literacy, including experience using MS Excel (spreadsheets) at an intermediate level
- Self-starters who see challenge as opportunity and are proactive problem solvers
- People with the ability to work independently and as part of a team – this may also include knowledge transfer to new team colleagues
- Commitment to our customers, our business and our success

### What you can expect from us?

- 34 days holiday (inclusive of public holidays)
- Annual leave purchase scheme
- Free rail travel with ScotRail / Abellio operated UK services
- Pension Scheme with Life Assurance
- Private Medical Insurance
- Medical Cash Plan
- 24-hour Employee Assistance Programme

### What you need to know?

- 37.5 hours per week
- Remotely working with occasional office work, until it's safe for a full return to the office.
- Training will be a hybrid of office and home based.

Apply at [apply.abellio.com](http://apply.abellio.com)

