



ASTON MARTIN

External Job Advert

Payroll Consultant-Human Resources

Department: Human Resources

Based at: Gaydon

Reports to: General Manager, Human Resources

Job Purpose:

To provide a professional, comprehensive and operational consultancy service to the business on all aspects of payroll and related activity.

Deliver a consistently high level of customer satisfaction supported by relevant and robust data reporting.

Key Responsibilities & Tasks:

- Payroll Consultant to all company staff (with out-sourced payroll provider, Ceridian).
- First contact point for all management and employees for private healthcare, DB pension scheme, AVCs, childcare vouchers, on-line Benefits4U scheme and Stock Options
- Assist with year-end processes, P60s and P11Ds.
- Manage an integrated HR/payroll database.
- Administer all Maternity, Paternity, Parental and Adoption Leave applications.
- Manage and resolve all payroll related enquiries and issues
- Process all monthly payroll changes from new hires through to terminations. Calculate all back pay as necessary, research and resolve any on-going pay queries, maintain accurate records and reconcile changes.
- Process all fixed and variable deductions including pensions, AVCs, social club membership, loans and advances, stock options, college fees and healthcare.
- Collate and process all general salary increases, holiday bonus, individual salary awards, management bonuses and performance increases.
- UK based contact for international payrolls in USA, Japan, Holland, Italy, Germany and China, liaising with out-sourced payroll providers (ADP and Celergo)
- Liaison with Deloitte in respect of employees on international assignment.
- Liaison with, and reporting to, internal and external auditors and Finance management team.
- Liaise with external bureaus, e.g., CSA, Department of Works & Pensions, and provide accurate information for employee mortgage reference requests.
- Work with, and provide information for outsourced Pension Administrator and Trustees.

Qualification & Experience:

- Ideally previous Payroll Experience.
- Proven track record in customer facing environment.
- Advanced Microsoft Office skills - demonstrable evidence.
- Unquestionable integrity.
- High level of interpersonal skills.
- Pleasant and helpful disposition.
- Exemplary customer service skills with focus on delivery.
- Methodical and organised.
- Positive attitude and enthusiastic approach.
- High level of numeracy.
- Excellent attention to detail.
- GCSE Maths and English or equivalent.
- CIPD qualification desirable.

To apply:

Applicants should submit a CV and covering letter to careers@astonmartin.com. Please state your hourly rate and/or salary expectations.

Aston Martin makes appointments based on merit and supports equal opportunities. Please note that we do not sponsor visa applications. If you are successful in being offered a position with Aston Martin and have the right to work in the UK you will be responsible for maintaining your right to work in the UK during your employment.



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