

Payroll & Pensions Specialist

Description

Payroll & Pensions Specialist

Location: Harley Street, London

Salary: Circa £35,000 per annum dependent on experience

Hours: Full-time, Monday–Friday, 9:00am–5:30pm (37.5 hours per week)

Contract: Permanent

About the Role

We are seeking an experienced **Payroll & Pensions Specialist** to join our Finance team within a leading private healthcare organisation.

Reporting to the **CFO**, you will take responsibility for the accurate and timely administration of payroll and pensions across the organisation, ensuring employees are paid correctly and that all statutory, regulatory and pension requirements are met.

This is a hands-on role that will work closely with **Finance, HR, employees, pension providers, our outsourced payroll provider and external auditors**. You will play an important role in maintaining accurate payroll and pension records, resolving queries and continuously improving our processes and systems.

The successful candidate will ideally have experience within **healthcare**, particularly a private hospital or multi-site healthcare environment, although this is not essential.

A **CIPP qualification or equivalent payroll qualification is desirable**, but we are also interested in candidates with strong practical payroll and pensions experience.

Key Responsibilities

Payroll

- Process monthly payroll accurately and within agreed deadlines.
- Maintain employee payroll records, including starters, leavers, salary changes and contractual amendments.
- Process overtime, bonuses, commissions, deductions and salary sacrifice arrangements.
- Calculate and process statutory payments including sick pay, maternity, paternity and other family-related leave.
- Manage the relationship with our outsourced payroll provider.
- Review and reconcile payroll reports, investigating and resolving discrepancies.
- Prepare payroll journals and support Finance with payroll reconciliations.
- Produce payroll reports and management information as required.
- Ensure payroll processes comply with current legislation, HMRC

Hiring organization

King Healthcare

Employment Type

Full-time

Industry

Private Hospital

Job Location

London

Base Salary

£ 35,000+ dependent on experience

requirements and company policies.

Pensions

- Administer workplace pension schemes and ensure compliance with auto-enrolment requirements.
- Process employee enrolments, re-enrolments, opt-outs and pension contributions.
- Liaise with pension providers to maintain accurate employee records and contribution submissions.
- Reconcile pension contributions and ensure payments are made accurately and on time.
- Respond to employee pension queries and provide guidance on pension administration.
- Act as a key contact for pension providers and relevant regulatory bodies.

Compliance & Reporting

- Ensure compliance with PAYE, National Insurance, HMRC, pension legislation and GDPR.
- Act as a key contact for HMRC payroll-related queries.
- Support year-end payroll activities, including P60s, P11Ds where applicable and statutory returns.
- Assist with internal and external audits.
- Maintain accurate and confidential payroll and pension records.
- Support management reporting and regulatory reporting requirements.
- Help ensure payroll and pension systems remain efficient, accurate and compliant.

Employee Support & Continuous Improvement

- Respond to payroll and pension queries professionally and within agreed timescales.
- Explain payroll calculations, deductions and pension contributions clearly to employees.
- Work closely with HR, Finance and external providers to resolve issues.
- Contribute to and help maintain payroll policies and procedures.
- Identify opportunities to improve payroll and pension processes, systems and controls.
- Ensure the organisation continues to provide an efficient, accurate and high-quality payroll service.

About You

We are looking for someone with strong practical payroll experience who takes pride in accuracy, compliance and providing a high level of service to employees.

Essential experience

- Previous experience in payroll processing and pension administration.
- Strong understanding of UK payroll legislation and pension regulations.
- Good knowledge of PAYE, National Insurance and statutory payments.
- Understanding of HMRC Real Time Information (RTI) reporting.
- Knowledge of workplace pensions and auto-enrolment.
- Experience with salary sacrifice arrangements.
- Experience reconciling payroll and pension contributions.
- Experience working with an outsourced payroll provider.

- Experience using payroll and HR systems – **Employment Hero experience would be advantageous.**
- Strong Excel and Microsoft Office skills.
- Excellent numerical and analytical ability.
- High level of accuracy and attention to detail.
- Strong communication and customer service skills.
- Ability to handle sensitive and confidential employee information appropriately.

Desirable

- **CIPP qualification or equivalent payroll qualification.**
- Experience of pension scheme administration.
- Previous experience within **healthcare**, ideally a private hospital or healthcare group.
- Experience working within a multi-site organisation.
- Strong knowledge of HMRC reporting and year-end payroll processes.

Why Join Us?

This is an excellent opportunity to join an established private healthcare organisation in a role with genuine ownership and visibility across the business.

You will work closely with senior Finance and HR stakeholders while becoming a key point of expertise for payroll and pensions across the organisation.

The role offers the opportunity to **take ownership of payroll and pension processes, contribute to improvements and play a key part in ensuring employees receive an accurate, efficient and responsive service.**

Apply

If you are an experienced payroll professional looking for your next opportunity within the private healthcare sector, we'd love to hear from you.