**JOB TITLE**: Payroll Clerk

**LOCATION**: Greenhithe, Kent

**SHIFT PATTERN:**35 hours per week

**SALARY:**£9.50 per hour

**Job Summary**  
Savoy Ventures are a non-emergency ambulance service, providing transportation for NHS trust patient, transporting over 500,000 patients every year. We are an expanding company and work in all areas around the UK, our head office is based in Greenhithe, Kent.

We are currently seeking a Payroll Clerk, to assist and support the Payroll department with processing and administering employee timesheets.

The role would suit an individual with the ability to work under pressure and ensure that timekeeping and organisational skills are met to a high standard.

The normal working hours will be 35 hours per week, between 9am -5pm Monday to Friday, with a 1-hour unpaid break. Due to the nature of the industry flexibility is crucial therefore the post holder maybe required to work additional hours.

**Main Duties and Responsibilities**

* Responsible for assisting the Payroll Assistant in gathering timesheets and calculating hours worked for each employee accurately
* Carry out checks in order to ensure timesheets are accurate and any inconsistencies are resolved, by checking against the company’s systems
* ·Assisting payroll with the data entry into payroll systems
* ·Running regular reports for the management of payroll data such as, sickness, holidays, leavers and starters
* ·Be a contact for the HR team for any payroll enquiries
* ·Resolve payroll related queries for management or staff

**Qualifications and Skills**

Essential

* A minimum of 1-year proven experience within a data entry background
* Strong administration skills with excellent attention to detail
* Must have excellent communication skills written and verbal
* Ability to solve problems confidentially