

**TP Niven Ltd**

**Senior Payroll Administrator**

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| **Palnackie, South West Scotland** | **Salary dependent on experience** |

At TP Niven we believe a haulage company is only as good as its people. After a long career with us, our existing payroll specialist is moving into a different role and we now seek a Senior Payroll Administrator to help look after our 250+ team across our 7 sites.

The role will be based at our head office in Palnackie near Dalbeattie on the beautiful Solway Coast near to some of the best walking, mountain biking (‘7stanes’) and scenic areas in the UK.

The Senior Payroll Administrator will process our weekly and monthly payrolls/reports, deal with HRMC compliance, BACS transfers and pension administration etc, all to a high standard ensuring that we get it right first time for our employees. The right person will have excellent experience of end-to-end payroll processing and a good understanding of the complexities of applicable law and requirements.

Responsibility will also include basic HR administration such as starter, change and leaver documentation with the help of site administrators and the support of an external HR advisor.

In exchange, you can expect a friendly and flexible working environment with 35 days holiday (FTE). We would be happy to consider applications for part time/flexible working provided that deadlines are met and standards are high.

The full job description and requirements can be found at [www.tpniven.co.uk/vacancies](http://www.tpniven.co.uk/vacancies). If you are interested, please apply by submitting your CV and covering letter to our external HR Advisor, Sue Stevenson at sue@hrbureau.co.uk (with the subject heading TPN-SPA) by 14 June 2021.