



VACANCY

HR and Payroll Advisor

Part-time (3 days per week / 22.5 – 25 hours per week), immediate start
Competitive salary dependent on experience
Thetford

About Precision

Precision is an independent manufacturer of professional refrigeration for the foodservice industry. Established in the UK in 2008, Precision draws on a wealth of industry knowledge, not least from managing director and owner, Nick Williams. Nick has literally grown up in the refrigeration industry: he worked for his family business, Williams Refrigeration, alongside his father Mike Williams, for many years. Precision operates globally with two separate manufacturing facilities, one in the UK and one in China. The UK factory supplies the European and Middle East markets whilst the Chinese factory supplies Asia and Australasia. As well as the manufacturing facilities, there are sales offices in the UAE and Australia.

The Role

We are looking for an HR and Payroll Advisor to develop our Human Resources capability. This is a new position, based in our Thetford office, and offers the successful candidate the exciting opportunity to set up the HR function with the support of the Financial Controller/Operations Director and our independent HR Consultant.

As you will be largely independent in your role, you will have already gained a number of years' experience working in a similar or larger organisation developing your HR capability and understanding of good practice and be ready to work in a more independent role.

You need to have experience of working directly with line managers and shop floor team leaders in developing their people management capabilities in managing behaviours, absence and performance of our culturally diverse workforce.

Your main administrative duties include maintaining HR records and running the payroll and benefit administration processes and well as managing HR documents (e.g. employment contracts, template letters) and updating internal databases.

You will also work on projects to identify and develop HR systems that effectively integrate with our existing ERP (SAP) and time and attendance systems.

You should also be confident to process payroll, under the supervision of the Finance Controller/Administrator including year-end routines.

You will have experience with HR procedures and can juggle various administrative tasks in a timely manner whilst acting as the first point of contact for all HR-related queries from employees and line managers across our group of companies.

Your goal is to ensure our HR department supports our employees and line managers whilst ensuring we reflect current employment legislation and HR best practice.

Responsibilities

You can download a copy of the full job description for this position from our website at: <http://www.precision-refrigeration.co.uk/about/vacancies/>

Requirements

You will have proven work experience as an HR and Payroll Advisor or similar role in a similar sized or larger organization and be a competent payroller and administrator able to manage a varied workload with limited direct supervision. You will also have excellent organisational skills able to prioritise work between projects and routine, such as to set up and develop HR systems and procedures.

You will be a confident communicator able to work closely with both employees and managers as well as directors.

You must have experience in processing payroll and pension contributions as this is a key part of the role, integrating this with HR software and our pre-existing time and attendance and ERP systems.

MS Office skills (Word, Excel and Powerpoint) are vital.

Qualifications:

Minimum CIPD Level 5 - qualified or working towards, or qualified by experience;
Payroll qualification or qualified by experience
A level standard of general education
GCSE Maths and English

How to apply

Applicants must apply in writing, submitting a covering letter and full CV to our HR Consultant, Julie Rainford at julie@julierainford.co.uk by no later than 12 noon on Monday 12th August 2019. You should also state your preference for your part time working pattern and your current salary package.