

**French Resources has been selected to work with Momentum, partner of Eurostar, to recruit a part-time Payroll Manager, ideally French speaking.**

**This one year part-time contract - 2 days a week** based by St Pancras train station.

This is an exciting opportunity for a Payroll Manager to join their team in a newly created role within the Operations team reporting to the London Operations Manager. This is a fixed term role for **one year, 2 days a week**. The role works closely with their whole London base where you will manage the **end to end payroll process**. They will soon be moving to a new system therefore, the Payroll Manager will play an important part in this project being the expert matter for all things payroll. This role also has a Payroll Assistant that will report directly to them.

**ROLE of the Payroll Manager:**

- Ensuring the timely and accurate and compliant processing of the monthly payroll for approximately 500 people
- Maintaining employee records and all related administrative requirements.
- Producing reports for management accounts or as required by the business
- Year-end payroll processes and reporting
- Preparing P11d calculations and other HMRC calculations as needed
- Collaborating with various departments to ensure accurate employee data in Payroll HR system
- Responding to employee inquiries regarding payroll matters
- Improving/creating payroll processes and controls
- Any other tasks as required by the business

**PROFILE:**

- **Significant experience in running payroll for a medium sized organisation**, with a qualification in payroll
- Strong time management skills
- Ability to work in a fast paced environment and ability to keep up with changes
- Strong communication skills as you will liaise with other departments, including colleagues from across Europe to ensure alignment with London processes.
- Ability to confidentiality answer questions from our people who often work shifts, ensuring they are responded to in a timely manner
- Speaking French will be an asset for the role

**SALARY & BENEFITS:**

- £20k/y for 2 days a week.
- Meal allowance, discounted Eurostar tickets, contributory pension, 25 days' holiday, cycle to work, and other benefits