



## Are you our new Payroll Clerk?

2021 marks our 25th anniversary of building beautiful bespoke motor launches, sailing yachts and superyacht tenders for a discerning clientele.

Following the major redevelopment of our facilities at Mylor Creek, our acquisition of the Hardy Marine brand of motor yachts and our purchase of The South West Shipyard at Ponsharden, we are looking forward to exciting times ahead – expanding the range of high-end craft we design and build; investing in the Company and our workforce, and creating new career opportunities.

We now require a diligent Payroll Clerk to join our growing team near Falmouth, which has been crowned the best place to live in the South West by **The Sunday Times** - the perfect destination for sailors, surfers and beach lovers.

## Could that be you?

If you have a high attention to detail, are highly organised and experienced in Sage Payroll, you could be the candidate we are looking for. Are you highly efficient at processing 100+ weekly employees quickly and accurately and thrive in a fast-paced environment? Do you understand all standard payroll deductions and HMRC submissions? If so, we would love to hear from you.

As our part-time **Payroll Clerk** you would ideally be available for 15 hours per week across Monday to Wednesday with at least 5 years working within payroll department of a medium sized business.

## The successful candidate will have the following responsibilities:

- Process of weekly timesheets
- Process of monthly payroll via Sage Payroll, (with supporting documentation)
- Creation of new starters on both M1 (ERP System) & Sage Payroll
- Filling of all PAYE related paperwork
- Process and upload of all pension contributions across weekly & monthly
- Sending P32 to the Finance Director
- Calculations of all statutory payments
- Collaboration with Line Managers and Head of Departments
  - Support with timesheet checks & error corrections
- Collaboration with HR to assist with
  - Calculations of holiday pay & entitlement
  - Processing and applying any staff pay adjustments

## Overview of the role:

- The Payroll Clerk will be responsible for supporting both the Finance Manager and HR to ensure the smooth running of all employee relationships across the business.
- The successful candidate must have good communication skills and be task focused.

**Pay:**

A competitive hourly rate is offered depending on experience.

**Benefits:**

Free parking, pension scheme, uniform.

**Interviews:**

Interviews will take place as and when suitable applications are received.

**How to apply:**

Please submit a covering letter explaining why you would like to join us and why your skills and experience are a suitable match for this role, together with your CV, to:

[james.baxter@cockwells.co.uk](mailto:james.baxter@cockwells.co.uk).

We look forward to hearing from you.