



## Payroll Officer

Would you like to work for an award-winning boatbuilding company based in waterside offices near Falmouth, Cornwall - the perfect destination for sailors, surfers and beach lovers?

Cockwells is globally respected in the marine industry and at the forefront of designing and building luxury motor launches and Superyacht tenders. The Company cleverly integrates traditional boatbuilding skills with innovative engineering and modern techniques to build vessels of the highest quality.

We are currently seeking a **Payroll Officer** working Full-Time (Monday-Friday) or Part-Time to join our finance department. If you are detail-oriented, have a strong background in payroll processing, and are proficient in using payroll software, we invite you to apply for this exciting opportunity.

### Job Summary:

As a Payroll Officer at Cockwells, you will play a pivotal role in ensuring the accurate and timely processing of employee payroll, while maintaining strict confidentiality and compliance with relevant regulations. Your experience with payroll software will be crucial in performing this role effectively.

### Key responsibilities:

- Process payroll for employees on a weekly and monthly basis, ensuring accuracy and timeliness.
- Review and verify timecards, absence records, and other relevant data.
- Calculate and process wage deductions, and adjustments.
- Generate and distribute payslips to employees.
- Address and resolve payroll related enquiries from employees and management.
- Maintain accurate and up-to-date employee records on both the payroll system (Xero) and ERP system (M1).
- Prepare and submit payroll reports, including pension submissions (Nest).
- Administer the pension scheme, process joiners, leavers, and ensure general compliance with employer pension obligations.
- Process employee expenses.
- Process invoices for Sub-contractors, check hours invoiced match to timecards.
- Stay up-to-date with changes in payroll laws, regulations, and compliance requirements.
- Collaborate with the HR department to ensure accurate employee data.

COCKWELLS MODERN & CLASSIC BOATBUILDING LTD

MYLOR CREEK BOATYARD MYLOR BRIDGE CORNWALL TR11 5NS  
t: 0044 (0)1326 377 366 e: INFO@COCKWELLS.CO.UK w: WWW.COCKWELLS.CO.UK  
VAT NUMBER: 791 0536 28 COMPANY REGISTERED IN ENGLAND AND WALES NUMBER: 5674848

- Assist in resolving payroll discrepancies and errors.
- Prepare and distribute annual tax documents.
- Keep payroll and pension information confidential and secure.
- Assist the Finance Manager and Finance Director with reports and analysis of financial information.

### **Essential Qualifications/Experience:**

- GCE/GCSE in Maths & English or equivalent; additional education in finance or accounting is beneficial.
- Experience in Payroll with a strong understanding of payroll processing.
- Proficiency in using Xero Payroll, or similar, software.
- Solid knowledge of payroll and tax regulations.
- Detail-oriented with strong numerical and data entry skills.
- Excellent organisational and time-management abilities.
- Strong communication skills to interact with employees and resolve queries.
- Ability to maintain confidentiality and handle sensitive information.
- Strong computer skills, including proficiency with Microsoft Office applications.

### **Location**

At our main offices at Mylor Creek Boatyard, Mylor Bridge near Falmouth. You may also be required to work from our site in Falmouth in the future, so should be flexible to work at either location. Hybrid working will also be considered.

### **Salary**

Salary is negotiable depending on experience and is between £27,000-£30,000 per annum

### **Interviews**

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

### **How to apply**

Please send your CV together with a covering letter outlining your suitability for the role, salary expectation and current notice period to [recruitment@cockwells.co.uk](mailto:recruitment@cockwells.co.uk)

**Please note you must have the right to work in the UK to apply for this position, as we do not offer visa sponsorship.**

We look forward to hearing from you.

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