



# Cobrey Farms

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## Job Description

### Payroll & Office Administrator

This is a full time position with a salary of £14 - £20k, depending on experience and ability to take responsibility. The job has two main elements:- the responsibility of the weekly and two weekly payrolls and day to day administration.

- The person appointed will be expected to take responsibility for the organisation, implementation and recording of the company payroll (seasonally up to 800 people). The person will be also be responsible for supporting the general day to day running of the farm office including dealing with telephone calls, personal callers and booking in and out of goods etc.

#### **Duties will include:-**

- Administering the recruitment process for seasonal labour including arrivals, opening bank accounts and leavers.
- Setting up and maintaining employee records and operating the payroll using Sage50.
- Liaising with the Field and Packhouse Managers re the daily input/transfer of hours/piecework earnings
- Managing payroll amendments and deductions.
- Liaise with Seasonal Worker Welfare Officer over any queries to do with pay/deductions, arrival and leaving dates
- The maintenance of systems to ensure the smooth running of the farm office
- To assist with computer data entry of purchase invoices, sales invoices etc.

#### **The successful candidate will ideally have:**

- Excellent computer skills with knowledge of Windows Word, Excel etc. and fast and accurate data entry ability.
- Accurate numeracy skills.
- The ability to learn new systems quickly.
- The ability to remain calm under pressure.
- Friendly, efficient manner, the ability to work as a team and get on with a wide range of people.
- A willingness to adapt to the requirements of the business.