

# Gary White

## Payroll

### AREAS OF EXPERTISE

*Payroll administration*

*Pensions administration*

*SAP payroll*

*Reconciliations*

*Database skills*

*Book keeping*

*IT skills*

*Personnel and Human Resources*

### PROFESSIONAL

*NVQ Level 4 in Payroll Administration*

*CRB*

*European Computer Driving Licence (ECDL)*

### PERSONAL SKILLS

*Efficient*

*Analysing skills*

### PERSONAL DETAILS

*Gary White  
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Coventry  
CV6 7RF*

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*DOB: 12/09/1985*

*Driving license: Yes*

*Nationality: British*

### PERSONAL SUMMARY

A conscientious and hard working payroll administrator with extensive experience of payroll administration, tax issues, time sheets and benefit plans. Having a flexible and helpful attitude towards work and able to maintain accurate employee records and keep senior management informed about changes in tax and deduction laws that apply to the payroll process. Experience of providing a payroll service to practice clients with up to 50 employees.

Keen to find a challenging position within an ambitious company where I will be able to continue to increase my payroll experience & develop my abilities.

### WORK EXPERIENCE

#### *Accountancy Practise – Coventry*

**PAYROLL CLERK** June 2008 - Present

Work as part of a team in a busy finance department ensuring that wages are paid correctly and on time. Also responsible for analysing and reporting on financial data & involved in running employee benefits schemes & conducting equal pay reviews.

#### *Duties:*

- Arranging the payment of staff salaries through the computerised payroll system.
- Administering SSP SMP SPP schemes.
- Calculating and recording sickness payments and processing time sheets.
- Processing all tax documentation, P45, P46 etc.
- Calculating payroll from timesheets and general payroll administration.
- Ensuring all permanent & temporary staff are paid on time.
- Maintaining accurate records of sick/maternity/parental leave.
- Completion and submission of payroll year end.
- Providing training & support to new employees and more junior members of the team.
- Attach new employees to the computerised pay system.
- Processing expenses and overtime claims.
- Answering queries from staff or external bodies promptly.
- Providing advice to staff and managers about taxation and National Insurance.
- Assisting in the administration of the company pension scheme.
- Undertaking calculations relating to payroll queries, overpayment, maternity and BACS recalls.

### KEY SKILLS AND COMPETENCIES

- Experience of working in a fast paced, customer focused payroll department.
- Ability to do manual calculations as well as being competent with payroll systems.
- Able to work own initiative and to strict deadlines.
- Strong communication skills to assist with query resolution.
- Aware of the legislation associated with the processing of sensitive personal data.

### ACADEMIC QUALIFICATIONS

Institute of Pensions & Payroll Management (IPPM) Foundation Level  
*Nuneaton Central College 2006 - 2008*

GCSE: Maths (A) English (B) Technology (B) Science (C)  
*Coventry Central School 2002 - 2006*

**REFERENCES** – Available on request.

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