



QuestGates Careers and Vacancies

JOB TITLE: Payroll Officer

DIVISION: Central

OFFICE: Based at Bolton office – hybrid working available

We are looking to recruit a Payroll Officer within our Central Division.

To be successful in the role you will need to demonstrate a commitment to innovation and a determination to provide a market leading service and product on behalf of QuestGates.

Key Skills:

- Excellent degree of knowledge of payroll related legislation and processes
- Excellent communication and analytical skills with the ability to engage with stakeholders at all levels.
- High degree of IT competency and literacy, including the use of Sage 50 and advanced Microsoft Office skills, specifically Excel
- Ability to work and contribute positively as part of a team and in isolation
- Ability to work accurately under pressure, adhering to deadlines and service standards
- Professional payroll certification such as CIPP desirable
- Minimum 3 years' payroll experience in a fast-paced environment
- Experience with managing Republic of Ireland payrolls is preferable, but not essential

The role involves:

- To demonstrate a high level of technical quality and service delivery
- To provide exceptional customer service at all times
- To participate positively and constructively as a team member, sharing knowledge and providing feedback and suggestions
- To oversee and manage the end-to-end payroll process for 600+ employees, ensuring accuracy and compliance with company policies and regulatory requirements.
- To oversee payroll calculations including, sickness, statutory family leave, advances, and deductions.



- To ensure compliance with payroll regulations and tax requirements, staying updated on any legislative changes and implementing necessary updates to payroll processes.
- To prepare and submit payroll-related reports, including HMRC submissions and year-end reporting.
- To manage employee benefits including BIK, P11D, pensions, salary sacrifice, and healthcare schemes.
- To identify and implement process improvements to enhance payroll efficiency.
- To prepare and provide data for internal and external audits.
- To maintain the companies PSA arrangement
- To support the Head of Responsible Business with relevant data for consultations and pay & remuneration reviews.

The Package:

- Competitive salary
- Enhanced contributory pension
- Performance related bonus
- Flexible benefits
- Enhanced family leave
- Electric car scheme
- Voluntary benefits schemes
- Birthday holiday
- Share purchase scheme with interest free loans

Hours of work:

Standard working week is 35 hours, Monday to Friday with flexibility to work from home, following successful completion of your probationary period.

Closing Date for Applications:

Close of business on Friday 2nd January 2026.

Contact details:

If you would like further information about this vacancy or wish to apply, please contact recruitment@questgates.co.uk by the closing date.