



<https://hmt-uk.org/job/payrollcoordinator/>

Payroll Coordinator

Description

Do you have an eye for detail, great organisational skills, and a drive to deliver accuracy? We're looking for a **Payroll Coordinator** to join our Finance team, supporting our Payroll with the monthly processing of our payroll supporting over 700 colleagues.

Working closely with the Payroll Manager, you'll be a key part of ensuring smooth payroll operations across all our sites. From processing new starters and leavers to resolving pay queries and keeping records compliant, this role offers the chance to develop your payroll expertise within a friendly, supportive, and collaborative team.

As part of the role you will have the chance to develop your skills within a supportive Finance team and opportunities to get involved in projects and process improvements.

If you're looking to grow your payroll career and want to be part of a friendly and professional team, we'd love to hear from you.

This is a 6 month fixed term role

Responsibilities

- Assisting with the **monthly payroll process** – including starters, leavers, pay changes, and adjustments.
- Maintaining accurate and up-to-date **employee payroll records** in partnership with HR.
- Processing **clocking in/out data** and ensuring correct input into the payroll system (e.g. iTrent).
- Helping to prepare and post **payroll journals** and supporting account reconciliations.
- Responding to employee queries on payslips, deductions, and tax with professionalism and care.
- Supporting the submission of statutory returns (FPS/EPS) to HMRC.
- Assisting with **pension processing** across all sites.
- Uploading and securely distributing **payslips**.
- Contributing to **process improvements**, audits, and wider finance projects.

Qualifications

- Proven experience in a payroll or accounting role is essential.
- Familiarity with iTrent is highly desirable
- Strong understanding of HRIS systems and their integration with payroll processes.
- Excellent data entry skills with a high level of accuracy.
- Demonstrated analytical skills with the ability to interpret complex data sets.
- Previous experience in payroll role is an advantage.

Hiring organization

Healthcare Management Trust

Employment Type

Full-time, Temporary

Duration of employment

6 Month Fixed Term

Industry

Healthcare

Job Location

Langdon Road, SA1 8QY, Swansea

Working Hours

37.5 hrs Monday – Friday

Base Salary

£ 28,236

Date posted

September 29, 2025

Valid through

12.10.2025

Job Benefits

At the Healthcare Management Trust, we are obsessed with achieving our Vision, “to be the most innovative and best quality provider of niche health and social care services.”

Our Purpose is, “to make every contact count, ensuring every resident and patient receives the best possible experience and outcome.

We aim to provide services which value collaboration and place our residents, patients and people at the heart of all we do. We will always do the right thing for our residents, patients and people.

We will be outwardly connected to the most innovative practices and service offerings in the market. We will do things differently and will be bold with our ambition to change things for the better.

We are passionate about what we do and so are our people. Bringing their most authentic selves to work and seeking joy and fun in what we do.

We will deliver care and clinical interactions compassionately and tailor them to individual needs.”

We achieve this by living our business Values each and every day:

- We are caring
- We are dynamic
- We are resourceful
- We are authentic
- We are accountable

As a result, we are able to give back to the people and communities we serve by delivering on our Charitable Mission to, “Provide quality and innovative care solutions to those with complex needs within marginalized community settings.”

Contacts

For any queries, please contact Grahame Chapman (Head of People)
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