

Sigma Group Limited

Position: Payroll Officer

We are looking for a payroll officer that will be responsible for payroll bureau processing and administration on a full-time basis in Guernsey and Part time (20 Hours per week) in Jersey.

We have a growing managed payroll bureau across both Islands and we need someone who can assist us in our continued growth.

The individual should have a payroll background, be numerate, learn quickly and be able to work under their own supervision under tight deadlines whilst always working as a team member.

Training in our own payroll system (Profile Enterprise) and our Bureau processes will be given.

Either position may be flexible based on our client's requirements and the part time position may suit a parent with school responsibilities.