

**Position:** Payroll Officer  
**Location:** Fleetwood (on-site)  
**Salary:** Up to £25,000 (DOE)

We have an exciting role available for a dynamic and forward-thinking Payroll Officer to join Ruby Energy at our offices in Fleetwood.

The Payroll Officer is a key role within the Central Finance Department, you will ensure that a high quality, customer focused service is delivered to the business and to employees.

### **Who are we?**

At Ruby Energy, we are more than just energy suppliers; we are champions of your progress, specifically tailored to empower SMEs. Our foundation is built on providing bespoke energy solutions that blend innovation with adaptability, ensuring that your business's unique energy needs are met with precision.

### **Our Journey**

Launched in 2002, we're experts in commercial utilities and we know what it takes to deliver high levels of customer service. With our Head Office in Fleetwood, Lancashire, and offices in Manchester, we are positioned to serve businesses across the UK with dedication and excellence.

### **The Ruby Way**

Ruby's values are at the heart of everything we do:

*Collaborative:* We ensure your voice is heard. We listen to our customers and strive to deliver strong, responsive customer service.

*Human:* We give a personal touch and support to our customers and each other, treating everyone with respect and understanding

*Committed:* We use innovative solutions to improve our services and always stick to our word.

We pride ourselves on delivering consistently high levels of customer service and innovative products to organisations across all industries. Our vision is to become the best independent commercial energy supplier in the country. We aim to provide contracts that are straightforward, competitive, and most importantly, tailored to your business needs.

### **Investing in the Ruby Community**

We are committed to fairness, transparency, honesty, and professionalism. By heavily investing in our people, processes, and systems, we continuously improve our customer engagement and service offerings.

### **Main Responsibilities (but not limited to):**

- Preparation of import files for monthly payrolls
- Process payroll payments
- Monthly payroll reporting including headcount movements and overtime
- Be the subject matter expert for all payroll related enquiries across all companies.
- Manage relationship with external payroll company
- Preparation and negotiations with HMRC, where applicable, for HMRC returns - P11ds, PSA and HMRC enquiries.

**Knowledge and Skill Requirement:**

- History of Excel experience required
- Self-starter, comfortable working under own direction and within the team
- Payroll experience not essential.

**Competencies:**

- Solution focused with 'can do' attitude
- Ability to work to tight deadlines
- Diligent and attention to detail
- Driven by a desire to make improvements
- Passionate about customer experience
- Able to work in a fast-paced environment
- Diagnose the need for change when and where appropriate, through review of processes, legislative governance, technology and business practice.

**Benefits:**

- Working hours - Monday to Friday
- Buy & Sell Annual Leave Scheme
- Employee Assistance Programme (EAP)
- Access to Employee Health Scheme
- Career development
- Employee Recognition Incentives
- Company events
- Monthly dress down days
- Tea & coffee facilities & On-site Canteen
- Local discounts / benefits.

**What you need to do now...**

If you would love to join us as our new Payroll Officer, we encourage you to apply now!

Be part of our bright future and **talk to Ruby** today!