



creating better environments

The Flooring Systems division offers a broad and attractive range of environmentally friendly natural linoleum, high-quality vinyl floors, entrance matting systems for cleaning and drying shoes, carpet tiles, needle felt, and Flotex, the washable high-tech textile flooring. Thanks to their excellent technical properties and attractive design, these flooring products are invariably the first choice for public buildings, department stores, hospitals, and other healthcare facilities, schools, libraries, commercial and office spaces, leisure centers, shops, hotels, restaurants, and cafeterias as well as for applications in the residential market. With a market share of about 70 percent, Forbo is the world leader in linoleum.

Flooring Systems also provides ready-made adhesives for floor covering installations, parquet flooring, and ceramic tiles, leveling compounds for the construction industry as well as liquid floors under the trade name Eurocol.

Reporting to the Head of Finance Operations and based in Kirkcaldy Postcode KY1 2SB, the purpose of the role is to be responsible for the operation of the computerised payroll system for monthly pay for 480 Blue Collar and White Collar employees in our 4 Manufacturing sites in UK . Main responsibility is to ensure that employee earnings, statutory and other deductions are correctly calculated, authorised, and paid in a timely manner according to internal and external deadlines, and that the payroll is processed in compliance with relevant regulations.

Payroll Specialist

Key responsibilities for the position include:

- Processing of computerised payroll for monthly paid staff
- Payments to HMRC of statutory deductions
- Payments to external companies/bodies for additional and voluntary deductions from payroll, including pension contributions
- Preparation and submission of P11D forms
- Preparation and submission of HMRC annual returns
- Coordinate responses for HMRC PAYE and Benefits audits
- Compliance with pensions auto enrolment requirements
- Preparation of budget payroll files
- Prepare monthly accounting journals and general ledger account reconciliations
- Provide support for processing of employee expenses
- Liaise with external and internal auditors

Key skills, knowledge & experience required:

- In depth knowledge of payroll and benefit calculations, minimum 5 years working as a payroll professional.
- Strong understanding and awareness of relevant legislation/regulations.
- Ability and experience in dealing effectively with payroll related queries and data requests from all levels employee and management, and to engage the same for any data inputs required.
- Recognised professional payroll qualification eg CIPP.
- IT skills: experience working with payroll software, time recording systems and excel.
- Good working knowledge of pensions.
- High degree of accuracy and attention to detail in the work above.
- Must be within commuting distance of Kirkcaldy Postcode KY1 2SB
- Salary dependant on experience and qualifications.