Derek Bartlett

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**Payroll Manager**

Analytical, results-oriented payroll system and process implementation professional with 20 years of experience working successfully with all levels of personnel in time-critical settings and supporting various financial operations in various sectors. Well versed in all aspects payroll administration, using Enterprise payroll systems, and collaborating with payroll vendors. Adept at streamlining processes while maintaining federal, state, local regulations, as well as corporate policy integrity and adhering to internal controls guidelines. Vast experience in assessing, implementing and supporting payroll, HR, and time & attendance solutions that fit customer needs through needs assessment, requirements gathering, and project design/planning/tracking. Solid reputation for completing complex projects within time and budgetary constraints. Exemplary communicator who demonstrates professionalism and strengthens the company image when working with in-house and outside business contacts.

***Proven expertise in:***

|  |  |
| --- | --- |
| EMEA Payroll Administration  System Implementation  Employee Training  Project Management | * Tax Withholding/Reporting * Cloud-based Systems * Manual & Electronic Calculations * Continuous Process Improvement |

**Professional Experience**

L3 HARRIS

**Payroll Specialist,** 2019 to 2020

Established and ran EMEA payrolls for 400 employees in 12 countries, utilising outsourced payroll company and local payroll bureaus. Processed taxes, insurance, and pensions and ensured accurate and timely payments.

***Key Contribution:***

* Developed customer-focused and scalable payroll processes and procedures to meet operational requirements.

RWS Ltd | BUILD-A-BEAR

**Interim Payroll Manager | Temporary Payroll Specialist,** 2019

Held responsibility for the UK payroll for 5 companies with 2000 employees. Installed Electronic payslips using cloud-based system. Supported Payroll system transfer from inhouse to outsource company; entered all worktime hours and overtime, ensuring validity of time sheet data.

***Key Contribution:***

* Drafted a Payroll Manual for Agresso payroll system and implemented new procedures for reporting changes and overtime.

PASCALL & WATSON | TEARFUND

**Interim Payroll Manager,** 2018

Spearheaded 3 pension schemes and payrolls – Irish, Abu Dhabi and UK using Sage 50 and 2 outsource companies. Entered and authorised pension deductions and expenses for company and employees using Sage 200, BACS, J Stone, Barclays and E Pay.

***Key Contribution:***

* Recommended and implemented changes to systems and procedures for 3 payrolls – EMEA, Ex Pat and UK with a total of 1200 employees using Select Pay with Select HR integration.

DIXONS CARPHONE | EUROMONEY | READYPOWER | CLANCY DOCWRA | SKANSA LTD

**Interim Payroll Manager | Payroll Supervisor | Payroll Specialist,** 2016 to 2018

Undertook a variety of payroll duties including issue resolution and information update to personnel and payroll data, including uploading and checking of electronic details. Managed four direct reports and performed manual calculations of Tax and NI.

***Key Contributions:***

* Finalized and forwarded third-party payments for +5k personnel.
* Acted as interim Payroll Manager, administering overall aspects of payroll related duties.
* Led coaching and mentoring of staff in relevance to implementation of new payroll system.

RADLEY & CO. LTD

**Payroll Manager,** 2014 to 2015

Utilised NGA Payroll, Ceridian outsource, and German Bookkeeping Services for reporting to Head of Human Resources, acting as focal person for processing payroll for Head Office and stores throughout UK, Ireland and Germany. Executed all HMRC payments and deductions including statutory allowances, ensuring timely and accurate distribution of pay and deductions. Administered all starters and leavers raising P45 etc.

***Key Contributions:***

* Recognised unusual events or consistent problem areas and work with management to resolve payroll issues.
* Supported valuation and recommendation of new Payroll and HR System, including procedures and policies.

*Additional Experience as* ***Project/Payroll Manager, Production and Administration Manager****,* ***Administration & Quality Manager****,* ***Administration Manager****.*

**Professional Associations**

Member - Institute of Administrative Managers

Member - Institute of Supervisory Management

Associate Member of Chartered Institute of Payroll Professionals

Internal Auditing & Quality Control

**Technical Proficiency**

SAGE | Equator | Select Pay/HR | Minuteman | Earnie IQ | Sage PayPlus | ADP | NGA | Ceridian | Sage Snowdrop | Sage 50 and 200 | Agresso