

Payroll Administrator (Permanent Position)

Full time - 38.5 hours per week

Job Role

Torr Waterfield, a leading Leicester accountancy practice, is currently recruiting for a Payroll Administrator. Ideally the candidate will have Sage software knowledge and previous experience in an accountancy practice environment. Xero payroll experience is also desirable but not essential as training can be provided.

What you will be doing?

The role will include the following, however, this list is not exhaustive:

Receiving payroll information from clients and processing the payroll on Sage, Xero and potentially other payroll software. This could be on a weekly, monthly, fortnightly or annual basis.

Checking figures calculated by the software to ensure that the correct PAYE/NI and pensions have been deducted.

Complying with RTI requirements.

Complying with auto enrolment and cyclical re-enrolment requirements.

Making pension submissions to pension providers.

Sending payroll information to clients including wages journals and other customised reports.

Making payments of PAYE and Pension contributions where authorised by the clients or advising clients of the liabilities to be paid.

Registering PAYE and Pension Schemes.

Dealing with client query e-mails and telephone calls. This includes being able to deal with all clients with tact and professionalism.

This role will involve developing relationships with clients and could include working onsite at clients' premises from time to time.

What does the ideal candidate look like?

Experience of Sage payroll is essential.

Experience of Xero payroll is desirable.

A solid technical knowledge of payroll including payslip calculations, PAYE & NI thresholds, auto-enrolment & pensions.

A minimum of two years' practice experience.

Excellent verbal & written communication skills

Working knowledge of Microsoft windows, word & excel.

A high level of attention to detail.

Skilled at dealing with people (both clients and colleagues).

Organised and deadline driven.

Excellent at multi-tasking.

What you'll get from us

A competitive salary.

The opportunity to work with a broad range of exciting and diverse clients.

32 days holiday (20 days plus 8 bank holidays & 4 days over Christmas period). Leave increases with years in service and an option to buy extra annual leave.

Contributory pension scheme & life assurance.

A friendly, supportive working environment.

A highly skilled and driven team to work alongside and develop your talents.

Opportunities to flourish in your role through training and personal development.

Quarterly Team Building events.

Charity Challenges.

Annual Christmas and Tax celebrations.

What next?

Please email a CV and a short, snappy cover letter or email that explains why you're the perfect person for this role.

Please email recruitment@torrwaterfield.co.uk and be sure to write 'Payroll Administrator Role' in the subject line.