

Job Description

Job Title:	Payroll Assistant
Overall Job Purpose:	To work within payroll team to process clients payrolls
Salary (range):	£21,500 to £24,500 (Full Time Equivalent) depending on experience

Job Detail

- Process clients payrolls using Sage Payroll and Brightpay software
- To liaise with clients to facilitate efficient receipt and provision of data
- Assist with Calculation and processing of pay changes, contractual and ad hoc updates
- Dealing with queries from client employers and their employees, maintain relationships with clients
- To provide peer review of payrolls processed by colleagues as part of quality control
- Able to use initiative to resolve issues and assist colleagues in the firm, as well as develop and maintain relationships

Education, Experience and Skills Required

- Good maths and English skills (minimum grade 4/C GCSEs)
- Experience of payroll processing (desired but not essential as training will be provided)
- Intermediate IT skills in Microsoft Outlook, Excel and Word
- Ability to perform several tasks concurrently with ease and professionalism
- Ability to communicate clearly and concisely, verbally and in writing, in English
- Must be able to keep client matters strictly confidential
- Must have excellent interpersonal skills and customer service skills

Personal Competencies

- Self-motivated
- Flexible
- Excellent planning and organisational skills
- Self-confident
- Ability to take initiative
- Good team player
- Ability to work under pressure