

PAYROLL ASSISTANT

Prime Chartered Accountants has a vacancy for a Payroll Assistant within our Payroll Bureau, based in our Coventry office. This is a position which is a full-time role.

The successful applicant will have the following skills and qualities:

- have at least two years' payroll experience (a payroll qualification would be advantageous)
- have experience of high volume payrolls, and/or payroll bureau service operations
- good knowledge of UK PAYE legislations and a good understanding of statutory deductions
- be able to demonstrate pension / auto-enrolment understanding and knowledge
- self motivated, efficient and hard working
- pay attention to detail
- meticulous in maintaining records
- have a good working knowledge of Microsoft Excel, Word and Outlook
- have good communication skills
- able to interact positively with staff at all levels
- confidential
- punctual
- able to take responsibility
- able to deal with deadlines
- able to handle several different types of pay frequencies
- able to prioritise work to meet demands of clients and the business
- articulate.

The role will involve dealing with the following work:

- involvement in processing all aspects of payroll from start to finish for a number of clients in accordance with the deadlines, including setting up new staff, inputting contractual changes
- Assisting with ad-doc queries from clients, colleagues, and HMRC
- Regular communication with clients (internal and external) in a professional and considered manner



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The above job description is a guide to the work required to be undertaken but does not form part of a contract of employment and may change from time to time to reflect changing circumstances.

Benefits package:

- Annual salary – £depending on experience
- 37 hours per week
- Flexi-time available
- Auto enrolment pension scheme
- 28 days annual leave including statutory per holiday year
- The option to 'purchase' a further 10 days' annual leave.

