

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

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

Benefits package:

- Annual salary
- 37 hours per week
- Flexi-time available
- Auto Enrolment pension scheme
- 28 days annual and statutory leave per holiday year
- The option to 'purchase' a further 10 days' annual leave.

