

## Payroll Clerk Job Description



**Role:** Payroll Clerk

**Location:** Heelan Associates Ltd, 8 The Briars, Waterlooville, Hampshire. PO7 7YH

**Contract type:** Permanent, employed.

**Salary:** £10.00 p/h

**Benefits:** Flexible working environment, 5.6 weeks holiday plus Christmas, birthdays off and access to an Employee Assistance Program.

**Hours per week:** 18 - 21 – Tuesday, Thursday and Friday.

### Job Purpose:

At Heelan Associates we are passionate about business. Our team of accounting professionals are commercially focused. Putting our client's needs first, our mission is to use our years of experience and skills in accountancy to create a personalised service that helps businesses to realise their potential for growth.

As part of a team of 20 colleagues providing accountancy and business services, under the guide of the Payroll Manager, our Payroll Clerk is responsible for supporting the Payroll Team to deliver an outstanding Payroll service to our clients. This is a key role in our business and as such the right person for this role will be key to supporting our current payroll requirements as well as ensuring that our clients payroll obligations are met within the stringent deadlines with efficiency and accuracy.

### Key Responsibilities:

- To responsible for assisting with the weekly payroll for our clients (all variations) and managing the relevant pension schedules.
- To maintain payroll records (client front sheets), both internally and as per the client's requirements.
- To support the Payroll team by processing and reporting Director payrolls, and when required, reporting month end payroll information/variations for both clients and HMRC.
- To effectively deal with incoming payroll queries.
- To process CIS information for payroll purposes.
- To calculate statutory payments, e.g.: SMP, SSP, SPP, holiday information etc.
- To work to strict deadlines to ensure compliance with HMRC deadlines.
- To maintain electronic filing of reports and records including Pension Compliance, VC filing and CIS returns.
- To provide excellent client care both on the phone and in person. This will include answering incoming calls, greeting clients and welcoming them into the office, offering them refreshments and showing them in and out of the building.
- To provide holiday cover for other members of the Payroll department and in the absence of the Payroll Manager.

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### Person Specification:

#### Knowledge:

- GCSE Math and English grade C (or new equivalent) or above.

#### Skills:

- Good standard of verbal and written English.
- Good IT skills (Word and Excel essential).
- Reliable with good time keeping skills.
- Accuracy and a strong attention to detail.
- Great organisation skills are a must for ensuring mandatory deadlines are met.

#### Desirable:

- Previous payroll experience or experience in a Finance role.
- Knowledge of the BrightPay payroll software would be an advantage.

#### Personal Attributes:

- Able to work well individually and as part of a team to ensure shared deadlines are met.
- Taking a pride in your work.
- Exemplary approach to customer care.
- Well-presented and dresses appropriately for an office environment with a friendly and positive attitude.
- Self-motivated and confident to work unsupervised, with the confidence to ask questions if unsure in order complete tasks.

### General Duties and Flexibility:

To willingly undertake any other tasks as reasonably requested by line managers and comply with all employee policies and procedures of Heelan Associates. This job description is indicative of the range of current duties and responsibilities for the post, it is not comprehensive. It is inevitable that the duties will change to reflect the evolving needs of our business and it is essential therefore that it is regarded with a degree of flexibility, so that needs can be met. All changes will be discussed with the post holder.