

Payroll Administrator, Horsham & Brighton, Full Time

An excellent opportunity has arisen for an experienced payroll administrator to join our team at Hartley Fowler, Horsham, with the future plan for this role to move to our Brighton office. The prime function of this role is to work as part of the payroll team and ensure that payrolls are completed accurately for our clients and according to their set deadlines.

Here at Hartley Fowler, we are an accountancy firm offering a full range of professional services to our diverse portfolio of clients, which includes our high performing payroll team. Our payroll team works with clients from across our 3 offices and ensures the smooth payroll of over 12,000 people a year. We are passionate about professional development: growing our skills, making the most of new technology and learning new ideas, and offer a friendly and supportive working environment.

For this role, the successful candidate will have significant payroll experience, ideally providing payroll services for a number of clients within an accountancy practice. They will report to the payroll manager and partners of the business and be an integral part of the team.

The key areas of responsibility will include:

- Processing of weekly, bi-weekly, four-weekly and monthly payrolls from start to finish to include calculation of Tax and NI (including manual calculations)
- Input of payroll data including starters and leavers.
- Manual calculations of adjustments/deductions, SMP, SSP, SPP and other statutory/occupational payments.
- Dealing with P45s/P46s.
- Administration of Auto-enrolled pensions, including set-up
- Client liaison to include dealing with payroll queries.
- Creation of year end reports and reconciliations.
- Processing of BACS payments.
- Other ad-hoc payroll tasks.

Ideal candidate profile:

- Previous payroll experience and knowledge of current payroll techniques
- Ability to remain motivated by deadlines
- Professional, committed and enthusiastic
- Ability to organise workload, prioritise and multitask
- Computer literate including good knowledge of Microsoft Excel and Word skills
- Excellent communication skills with clients, both on the phone, and over email
- Ability to quickly gain knowledge of client companies and understand their set up
- Accurate data input skills
- Experience of Auto-Enrolment – set-up and up-loading to pension portals
- Knowledge of EARNIE desirable but full training will be given

Hartley Fowler is a great place to work. In return for your skills, knowledge, efforts and achievements, you will be rewarded with a competitive basic salary, company pension scheme, plus other benefits including:

- A generous holiday allowance which increases with length of service
- Study and training costs covered to support your ongoing development
- Membership fees paid for professional bodies including CIPP and AAT
- Commission for new clients brought in independently
- Staff events: Summer & Christmas events, and other great nights out.

This is a great opportunity for an experienced payroll administrator to progress your career in a successful team, in the heart of Horsham and eventually, Brighton.

To apply please email your CV and contact details to recruitment@hartleyfowler.com
Direct applications only please.