

## JOB SPECIFICATION

<b>Company Name</b>	SB&P
<b>Office Location</b>	Bootle, Liverpool
<b>Job Title</b>	Payroll Associate
<b>Reports To</b>	Payroll Manager
<b>Job Overview</b>	Position has been created due to an expansion within the firm
<b>Contract Length</b>	Permanent
<b>Responsibilities and Duties</b>	<ul style="list-style-type: none"><li>• Managing portfolio of payrolls for companies on a variable basis.</li><li>• Processing starters and leavers.</li><li>• End to end processing of payrolls.</li><li>• Calculating tax deductions including all statutory payments.</li><li>• Implementing Auto Enrolment where necessary and importing data to pension providers.</li><li>• Liaising with HMRC when queries arise.</li><li>• Cover for payroll colleagues, when required.</li><li>• Sending BACS payments.</li><li>• CIS returns and reconciling CIS suffered when needed.</li><li>• Undertaking other appropriate payroll tasks at the request of the Payroll Supervisor.</li><li>• Keeping up to date with all payroll legislation and compliance.</li><li>• Undertaking any general payroll administration as and when required, eg filing.</li></ul>

### Ideally should have

- At least 3 years previous payroll experience in a similar role, preferably in bureau.
- Knowledge of Superpay software.
- Knowledge of Iris software (whilst desirable, this is not essential as training will be given)
- Good organisational skills and ability to prioritise own workload.

### Hours:

Full time – 37.5 hours a week.

### Salary:

Range £24-£28k (dependant on experience)

### Start Date:

asap

### Company Benefits:

Generous company pension scheme  
Free car parking  
Death in Service benefit - 2 x annual salary  
Hybrid working options (3/2 office/home)  
after office training period