

**Main Duties and responsibilities:**

The post holder is required to undertake weekly and monthly payroll processing for clients and over time progress to carry out all payroll work. In addition the post holder will assist in clerical duties and providing admin support to the fee earners and the admin manager. Duties will include providing reception cover, word processing and scanning documents and e-filing when required.

**Detailed work tasks:**

- 1 Perform periodic (weekly, fortnightly and monthly) payroll for clients including taking instructions from clients, processing payroll and providing payslips and other reports to clients in a timely manner.
- 2 Processing auto enrolment staging date(s) and registration, calculation of payroll contributions and monthly submission of reports to relevant pension providers.
- 3 Ensure RTI submissions and End of Year reports and submissions are prepared and submitted by due dates.
- 4 Liaise with clients as necessary to ensure the payroll service is delivered effectively and efficiently.
- 5 Typing letters and documents using word, excel and power point presentation software. Undertaking scanning of documents and filing these electronically on Virtual cabinet.
- 6 Maintaining a log of client's books and records. Receiving books and records, liaising with client manager / accounts staff for completeness of records, booking them in and labelling them accordingly.
- 7 Assisting with data entry and VAT returns as and when required.
- 8 General reception duties including greeting visitors, answering telephone calls, booking in visitors and escorting clients to offices within the building, supporting the receptionist and junior administrator. Deputising for the Admin Manager in her absence.
- 9 Keeping working areas clean and tidy including reception area, board room and other communal areas as and when necessary.

**Profile**

The position is suited to an experienced and efficient payroll administrator who is able to manage payroll functions independently.