

Fairhurst is an independent practice of chartered accountants and tax advisers based in Wigan, Lancashire. Our professional excellence and commitment to our clients has firmly established Fairhurst as one of the leading independent practices in the Northwest. We have successfully acted for many owner-managed businesses for over 80 years as accountants, auditors, tax specialists, payroll bureau and trusted advisors, our clients ranging from SME's to large international groups and listed entities

Job description: We have an exciting opportunity for a **Payroll Administrator**.

Working as part of our payroll team, you'll be someone who is both comfortable working proactively and managing your own tasks, as well as confident collaborating with others and communicating regularly with clients, senior managers, directors, and partners to help businesses effectively. You'll be encouraged to identify and draw attention to opportunities for enhancing our services.

This opportunity is for a part-time permanent role for 3 days / 22.5 hours per week. Reporting directly to Payroll Manager, you will be responsible for the timely and accurate processing of weekly, fortnightly, 4 weekly, monthly and annual payroll. The role will include:

Key responsibilities will include:

- Payroll bureau
- Responsible for all aspects from start to finish
- You will support a variety of clients with varied frequencies and complexities
- Reconciling payroll reports
- High volume/multiple payrolls
- Auto enrolment rules for assessing, joining, opting out employees.
- RTI Submissions
- Processing 932 information on a monthly basis
- Processing statutory payments
- Handling client payroll queries
- Yearend returns
- Provide an exceptional client experience and support client initiatives within the firm, as well as being responsive and helping to create a positive impression at all touch points.

Key skills & experience:

- Experienced in all aspects of payroll
- Excellent technical skills with strong working knowledge of SSP, SMP, SPP, SAP, PAYE, NIC
- Expenses and benefits, pensions and all year end procedures.
- Compliance, P45's and the ability to process manual calculations.
- Bureau experience
- Looking for 2 years' experience minimum
- A keen eye for detail
- Strong initiative
- Enjoy working within a team but autonomy to work alone
- Experience processing multiple payrolls
- Excellent Excel, Word and Outlook
- Must have exceptional payroll knowledge answering queries
- Can do attitude and self-motivated
- Excellent communication skills
- Ability to manage / prioritise tasks
- Be a proactive member of the team

- Ability to readily understand the Firm's environment, the Firm's structure and culture.
- Ability in exercising initiative, discretion and organisation
- Be able to identify and evaluate problems and demonstrate the ability to approach and tackle problems effectively
- Be flexible and able to adjust quickly when priorities change
- Able to work in an area which is task orientated