

# Payroll Administrator – Part-time Role 3 Days per Week

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## Brief

Onyx Accountants is a two partner practice based in Aston, Birmingham and Tettenhall, Wolverhampton. We currently service owner managed businesses which involves carrying out compliance and advisory work. The type of services include: Bookkeeping, VAT, Payroll, Management Accounts, Year End Tax and Self Assessments.

We are a young and ambitious team and staff retention is high due to the friendly working environment.

As a company there are ambitious growth plans for the future which to date are being achieved and with the right individuals this will only continue and be beneficial for the company and its employees.

## Job Purpose & Key Objectives

Onyx accountants are looking to recruit an experienced and ambitious Payroll Administrator. Management experience is preferred but not essential. The right candidate will have Payroll knowledge and have at least 12 months experience with Sage Payroll Software. The role involves:

- a. Processing and submission of Payroll hours on a weekly, four weekly, monthly and annual basis
- b. Adding and removing employees to Payroll schemes
- c. Calculating and Recording of holiday calendars
- d. Distributing payslips via email/post
- e. Dealing with Payroll queries
- f. Processing Payroll Year Ends
- g. Processing Earlier Year Updates
- h. Calculation and Submission of P11D's
- i. Registration of new PAYE schemes
- j. Liaising with HMRC on behalf of clients
- k. Auto-Enrolment set up for clients
- l. Submission of Auto-Enrolment pension data
- m. Uploading Auto-Enrolment pension reports
- n. Dealing with pension correspondence on behalf of clients

## Task Objectives

1. Processing of Payroll
2. Managing Auto Enrolment

## Key Accountabilities

1. Integrity of data and client information
2. Accountability of Payroll information processed

## Pre-Requisites

In order to succeed in this role, it is expected that you will have:

1. Strong and confident communication skills on the phone and via email
2. A positive and determined attitude
3. Driven and motivated
4. Must have good Sage Payroll software experience