

Payroll Administrator

Brief

Onyx Accountants Ltd is an expanding Accountancy Business with two offices based in Birmingham and Tettenhall. It has been established by Paresh Bodhani, a CIMA qualified accountant who decided to leave the corporate world of Finance from companies such as Cadbury Schweppes and McVities with the aim of bringing his management accountancy knowledge to the SME Market.

As well as servicing standard Compliance and Tax work, Onyx Accountants aims to service its clients through a pro-active management accounts and consultancy service. This is in the form of either servicing businesses as a Finance Manager/Director through to a completely outsourced out-sourced Finance Service.

Currently the business has 375 Clients and the aim is to grow this in the next 12 months to at least 425 clients by end Summer of 2022.

Job Purpose & Objectives

At Onyx Accountants, we aim to produce Finance Information that Companies Understand and Utilise. You will report directly into the MD and will contribute to the business by:

1. Lead and Develop the Practice Payroll Function
 - a. Have a driven approach to process improvement
 - b. Drive improvements to payroll function
 - c. Accountable for the Payroll function performance

2. Management of Client Relationships and Work Schedules
 - a. Producing & Maintaining Client Contact Database
 - b. Producing Client Payroll Deadlines Sheet
 - c. Managing Practice Payroll Work Load
 - d. Ensure Client Payroll Files are kept up to date and organised for easy reference

3. Manage the Payroll Process
 - a. Process Client Payroll processing Payslips and PAYE and NI Schedules
 - b. Ensuring ALL HMRC Submissions are processed
 - c. Dealing with ALL client and HMRC technical queries
 - d. Process ALL Pensions submissions
 - e. Ensuring P11d's are submitted on time
 - f. Ensuring smooth Payroll Year End Process



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Key Accountabilities

1. Client Relationships
2. Attention to Detail
3. Integrity of Data and Client Information
4. Management of Practice Work Schedule
5. Client Payroll Set ups
6. Ensure New Clients have been inducted into the Business Effectively

Pre-Requisites

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

1. Experience of working in a Payroll Bureau or Accounting Practice
2. Worked with Microsoft Products in particular Excel including Pivot Tables and Lookups
3. Strong knowledge of IRIS (Star) and Reporting functions including setup of MyEpay Window
4. Sage Payroll experience and use of Sage payroll Bureau would be good too
5. Strong customer service orientation
6. Strong Organisation Skills
7. A positive and determined attitude
7. Good judgement and flexibility
8. Worked in Accountancy Practice
9. Disciplined approach to work
10. Driven and Motivated