

Payroll Manager

Company Name	SB&P
Office Location	Bootle, Liverpool
Job Title	Payroll Manager
Reports To	Partners
Job Overview	Position has been created due to an expansion within the firm
Hours	Full time – 37.5 hours a week.
Salary and Benefits	Dependent on experience
Start Date	ASAP

SB&P are looking for a Payroll Manager to lead a growing department of four. Reporting to the Partners, you will be responsible for the end-to-end payroll process for a portfolio of clients. You will also be expected to review, monitor and improve the department's procedures and quality control. This is a great opportunity for someone that wants to lead a growing a team.

Responsibilities and duties

Operational

- Managing portfolio of payrolls for clients on a variable basis
- End to end processing including starters/leavers, deductions, statutory payments, year end, production of reports, and ensuring all payroll deadlines are met
- RTI Auto Enrolment as necessary and uploading data to pension providers
- Liaising with HMRC
- Cover for payroll colleagues, when required
- Sending BACS payments
- CIS returns and reconciling CIS deductions
- Keeping up to date with all payroll legislation and compliance
- Undertaking any general payroll administration and ad hoc duties when required

Managerial

- Management of the growing department of currently four other staff
- Providing quotations for new work to existing and new clients, onboarding new clients and billing for work done
- Review, monitoring and improvement of departmental procedures and quality control
- Problem solving and assisting other team members
- Appraisal of software systems including identification and review of potential new systems
- Marketing of the payroll services, including seeking third party mandates

- Identification of service opportunities and enhancements

Requirements

- At least three years previous payroll experience in a similar managerial role, preferably in a bureau
- Knowledge of both Superpay and Iris (Star) payroll software
- Good organisational and communication skills
- Excellent knowledge of payroll legislation

To apply, send your CV and covering letter to Suzanne Draper at suzanne.draper@sb-p.co.uk.