

Payroll Officer

Full time

Company Name	SB&P
Office Location	Bootle, Liverpool
Job Title	Payroll Officer
Reports To	Payroll Manager
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

We are looking for a motivated Payroll Officer to join our team. The ideal candidate will be a highly ambitious and driven individual, with experience in a similar role.

This is a fantastic career progression opportunity for someone that would like to become a key team member at SB&P and assist with our exciting growth plans.

You will find a supportive, positive, and welcoming culture at SB&P, with an emphasis on teamwork, and work/life balance.

Duties

- Managing portfolio of payrolls for companies on a variable basis.
- Processing starters and leavers.
- End to end processing of payrolls.
- Calculating tax deductions including all statutory payments.
- Implementing Auto Enrolment where necessary and importing data to pension providers.
- Liaising with HMRC when queries arise.
- Cover for payroll colleagues, when required.
- Sending BACS payments.
- CIS returns and reconciling CIS suffered when needed.
- Undertaking other appropriate payroll tasks at the request of the Payroll Supervisor.
- Keeping up to date with all payroll legislation and compliance.
- Undertaking any general payroll administration as and when required, e.g. filing.

Ideal candidate

- At least 3 years previous payroll experience in a similar role, preferably in bureau.

- Knowledge of both Superpay and Star payroll software (whilst desirable, this is not essential as training will be given).
- Knowledge of Iris software (whilst desirable, this is not essential as training will be given)
- Good organisational skills and ability to prioritise own workload.

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