

Vacancy: Payroll Professional – Heelan Associates Ltd



Do you want to:

Work with professional, enthusiastic and highly motivated people,
Providing a professional yet personal service,
In a rapidly growing business,
Helping small businesses thrive?
Then this role is for you.

As part of a team providing accountancy and business services, you will be training to be in a crucial role in the 'engine room' of our services. Payroll is one of our core offerings and we pride ourselves on our accuracy and efficiency. You will be client focused; a role revolving around processing client information in an efficient and accurate manner. In this job, detail and desire to 'get things right' is what you need to bring, we will teach you the rest.

General tasks include (not exhaustive!):

Contact with clients on a weekly basis to establish payroll information.
Processing payroll via our software solution (input, calculation and communication to clients).
Calculation of pension deductions and transmission of data to pension providers.
Processing Construction Industry Scheme (CIS) client information and production of deduction certificates.
Record keeping for each client.
General administration based tasks.

Responsibilities to include (also not exhaustive):

Responsibility for input and production of client payroll.
Responsibility for the accuracy of our payroll data output to clients / pension providers.
Responsibility for the management of client payroll via our internal systems and controls.

Our requirements:

Good standard of verbal and written English.
Good standard of IT skills (Excel, Word etc.).
Enthusiastic and well presented.
A desire for detail/accuracy.
Experience is preferable, however for the right candidate this is not essential.

Rate of pay: £7.50 - £8.00 per hour depending on experience

Hours: 27.5 - 32 hours over 5 days Monday – Friday. Flexible start/finish (so can work 9:00 – 15:00 for example)

Start date: September (ASAP)

Contact Details:

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If you feel this role is for you, please contact us via email or at the above address with a letter/email outlining why you feel you would be good for the job, and a little information about you.