

## Accounts Payable/ Accounts Payable/ Payroll Clerk

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Company: Jackson Hogg Ltd

Location: South Shields

Category: other-general

Jackson Hogg are delighted to be working with a client based in South Shields on the appointment of an Accounts Payable/ Receivable Assistant or a Payroll Clerk.

Responsibilities:

AR/AP Responsibilities:

- \* Coding and posting of overhead invoices received from suppliers.
- \* Preparing and running weekly BACS payments.
- \* Reconciliation of supplier statements.
- \* Recording, investigating and resolving all queries raised with suppliers.
- \* Maintaining accurate records of all queries raised, status and their owners.
- \* Ensuring all invoices and credits are recorded promptly and accurately.

Payroll Responsibilities:

- \* Manage payroll end to end
- \* Manage any staff advances or other deductions through payroll
- \* Manage company pension scheme
- \* Make monthly PAYE and NI payments
- \* Pay any DEO / AEO
- \* Complete P46 and P11D where applicable and issuing of P45's, P60's etc
- \* Deal with payroll year end procedures
- \* All other payroll activities and reconciliations

#### Experience & Skills – AR/AP

- \* Have experience in a similar position – experience in both Accounts Payable and Accounts Receivables.
- \* Be IT literate with good Excel skills.
- \* Experience with systems such as Navision, NetSuite and / or Microsoft Dynamics is desired but not essential.
- \* Ideally have knowledge of VAT
- \* Have excellent attention to detail.
- \* Have an ability to work to deadlines.
- \* Have a hands on approach and a flexible can do attitude.

## Experience & Skills - Payroll

- \* Proven experience of working end to end payroll including year end activities
- \* Experience of Sage payroll is desired
- \* Excellent communication and negotiation skills
- \* Ability to work independently

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## Cross References and Citations:

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