

Payroll Administrator & Bookkeeper

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Company: ISCA Recruitment

Location: Exeter

Category: other-general

Isca Recruitment is delighted to be recruiting for a Payroll Administrator to join this well regarded and growing company as a Payroll Administrator & Bookkeeper. This is an exciting time to join a friendly business and a great opportunity to develop your bookkeeping experience whilst taking ownership of a portfolio of payroll clients.

Payroll Administrator & Bookkeeper – The Role:

This is a dual role working in a small team where you will be responsible for the payroll portfolio whilst also developing bookkeeping skills and using these to undertake client accounting tasks.

You will take responsibility for a variety of weekly, monthly, quarterly and annual payrolls, pensions auto enrolment and RTI, CIS and subcontractor payrolls, timely accurate HMRC and client reporting.

Assisting colleagues to undertake bookkeeping for a range of clients, with duties including purchase and sales ledgers, bank reconciliations, VAT returns, month end tasks.

Payroll Administrator & Bookkeeper – The Rewards:

In return, this employer provides a friendly and professional working environment, a very competitive salary of £24,000 - £27,000pa, plus benefits and flexible start and finishing times as well as skills development and AAT study support if desired.

Hours of work: Monday – Friday

Location: In office, Exeter area

Payroll Administrator & Bookkeeper – The Person:

* Payroll qualifications are not essential so long as you have the necessary recent payroll

experience including a strong understanding of payroll processes, tax codes, NI, auto enrolment.

* You will have a proactive and positive approach to work, and whilst able to manage your own workload, you'll enjoy working as part of a friendly team.

* A capable communicator you will be comfortable liaising with colleagues and clients.

* Excellent attention to detail and ability to prioritise work to meet deadlines.

* Keen to widen your skill set and bookkeeping expertise.

These are urgent requirements so please don't delay in applying today.

Isca Recruitment Ltd provides services as an agency and an employment business.

Isca Recruitment is an Exeter based boutique recruitment consultancy making the perfect match between client and candidate. Specialists in office support, accountancy and finance across the South West.

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