

Payroll Advisor and Accounts Assistant

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Company: NLB Solutions

Location: St Albans

Category: other-general

NLB Solutions are working with an organisation that are looking to recruit for a Payroll Advisor and Accounts Assistant to cover maternity cover on a 1 year FTC based in St Albans. They would like the successful candidate to have experience of processing monthly payroll, deal with payroll queries and keep HMRC up to date, processing sales and purchase ledger and reconciliations. The opportunity will report into the Financial Controller that has been instrumental in making the team operate effectively and efficiently in the requirements of the business.

The role is to work as part of team of 4 and is supported by an individual that offers mentorship and development. The role will need someone proactive and with good communication skills. An individual with at least of 3 years of experience as a minimum is required to make a success of this opportunity. They will offer hybrid working, 3 days from home and 2 days in the office.

Duties:

* Process monthly payroll for approx. 150 people.

* To provide tax related payroll information to ensure that tax liabilities are paid in accordance with HMRC timescales and other HMRC requirements are complied with e.g. P46, P60's and P11D's and the PAYE settlement agreement.

* Assist with Sales ledger when required.

* Assist with Purchase ledger when required.

* Invoices are processed accurately; queries are resolved and reconciliations completed in line with specific timeframes.

Person Spec:

* Proven work experience in a similar finance role.

* Experience within payroll including processing P45, P60, P11d's.

* Assisting with Sales and Purchase ledger.

* Previously used Sage Payroll.

* A strong communicator, with good verbal and written communication skills.

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