

## Payroll Assistant

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Company: Page Personnel

Location: Newhaven

Category: office-and-administrative-support

Payroll

Wages

### About Our Client

A leading East Sussex business is looking to recruit a full time permanent Payroll Assistant to work in the office 5 days a week.

### Job Description

As Payroll Assistant, you will be responsible for:\* Liaising with clients and entering payroll data from start to finish accurately\* Reconciling payroll to client data, getting client approval as appropriate and issuing payroll reports & payslips\* Preparing payroll journals\* Reconciling weekly and monthly PAYE figures\* Preparing BACS files\* Administering Pension Auto-enrolment.\* Producing and distributing pension scheme returns, including notification of changes in members' status and uploading to pension provider\* Dealing effectively with queries from clients and HMRC

### The Successful Applicant

Previous experience of working within a payroll bureau environment would be an advantage.

Experience of managing a payroll portfolio.

High attention to detail and accuracy.

Good communicator with a commitment to developing client relationships.

Ability to meet deadlines and to work independently as well as a member of the payroll team.

To work cohesively and supportively, to reach payroll deadlines and respond to client queries.

Based in the Seaford office 5 days a week

### What's on Offer

£25-32,000

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