

## Payroll Assistant

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Company: Page Personnel

Location: Newhaven

Category: other-general

**PayrollWagesAbout 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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