



## Experienced Payroll Processor

### **Job Description:**

We are currently looking for a full-time Payroll Processor to join our busy Payroll Bureau team in Canterbury.

The Payroll Bureau is a busy part of the Firm, providing flexible payroll solutions to a large variety of clients. We strive to deliver a personal service and get to know our clients as if we are part of their own in-house team.

### **The Role:**

The standard hours for this position are 9.00am – 5.30pm Monday to Friday.

In this role, you will be part of the payroll team with tasks such as;

- Processing and Checking Payrolls
- Managing portfolio of clients
- Set up new PAYE schemes
- Liaise with clients regarding Payroll questions
- Auto Enrolment processing
- Upload auto enrolment information to a range of pension providers
- New client onboarding
- Training junior members of the team
- Processing confidential client information
- Dealing directly with HM Revenue and Customs
- Working with our valued clients to ensure a seamless integration of the BH Payroll Bureau with their businesses.

You will have the opportunity to train professionally towards gaining your CIPP (Chartered Institute of Payroll Professionals) qualifications.

We are offering a competitive salary, based on qualifications and experience, and will fund course fees to the completion of the CIPP qualification.

## **The Candidate:**

The successful candidate should have:

- Previous Payroll experience, preferably at bureau level (but not essential)
- Experience of Star Payroll, Iris Payroll or Sage Payroll are not essential but would be beneficial
- The ability to communicate with people at all levels
- A high standard of spoken and written English
- Good computer skills, particularly Excel
- Excellent organisation skills with an eye for detail
- The ability to work to tight deadlines and manage several projects at any one time.

If you are a motivated, diligent individual looking for a new challenge, and would like to explore this exciting opportunity further, we would be delighted to hear from you.

## **About Burgess Hodgson**

Burgess Hodgson LLP is a Kent based accountancy firm with the skills and expertise to rival any other accountancy firm in the UK.

Our 20 Partners and over 150 staff work from offices in Canterbury, Kent, for a portfolio of clients across the UK and beyond, and are dedicated to growth and are committed to providing the best possible service to our clients.

With an excellent reputation for delivering high levels of expertise and client-focused service, we combine the values of a focused local business with the first-class capabilities and excellence of a London-based firm.

To apply for this position, please send your CV and covering letter to Rachel Pottle:

**Email: [jobs@burgesshodgson.co.uk](mailto:jobs@burgesshodgson.co.uk)**

**Telephone: 01227 454627**