

Experienced Payroll Clerk

We are looking to recruit an experienced payroll clerk to work at our King's Lynn office. The successful candidate will have previous payroll calculation experience

You will be working in a busy payroll bureau consisting of 8 members that provides payroll services for our clients. Experience of Sage Payroll software would be an advantage. Your duties will include liaising with clients on the telephone and via email and our secure data publishing software

Responsibilities

- Maintain payroll information by collecting, calculating, and entering data.
- Checking employee's hours
- Working out tax and national insurance deductions
- Setting up new members of staff
- Calculating overtime
- Issuing tax forms (P45s for example)
- Processing year end and issuing P60
- Processing holiday, sick and maternity pay and expenses
- Calculating and processing auto-enrolment pension liabilities
- Communicating internally with other staff and externally with clients by telephone & email

Skills

You will need to show:

- communication and interpersonal skills
- organizational and time management skills
- a methodical approach to your work
- numeracy skills
- effective team-working skills
- motivation and initiative
- integrity and trustworthiness
- IT proficiency

Please apply via email or in writing, with a covering letter and CV to:

Derek Donaldson
22-26 King Street
King's Lynn
Norfolk
PE30 1HJ
derek.donaldson@stephenson-smart.com