

Johnston Carmichael, the largest independent firm of Chartered Accountants and Business Advisers in Scotland and one of the Top 20 accountancy firms are currently recruiting for the following position:

## **SENIOR PAYROLL ADMINISTRATOR**

**Job Type:** Permanent

**Hours of Work:** Full-time

**Location:** Aberdeen

**Salary details:** Competitive

**Job Purpose:** To work closely with managers and other administrators, focusing on the processing of clients payroll information and submission of data to H M Revenue & Customs and other authorised bodies.

Due to a significant period of growth, Johnston Carmichael are looking to recruit an experienced Senior Payroll Administrator to provide additional support within our busy payroll team. The successful candidate will be responsible for processing weekly, fortnightly, four-weekly and monthly payrolls.

The successful candidate must have:

- Vast experience of end to end payroll processing including payrolls with international tax implications
- Excellent working knowledge of the current payroll legislation
- Experience of auto enrolment administration
- Strong excel skills
- Excellent organisational and prioritisation skills, with the ability to meet tight deadlines whilst maintaining a high degree of accuracy
- Managing deadlines and priorities for a team
- Experience with managing payroll implementations
- Excellent communication skills with the ability to interact with clients and colleagues and all levels.
- Experience of supporting and developing payroll administrators
- Experience in managing client expectations and service delivery and resolving any issues raised.

Previous experience of working with SAGE or STAR payroll software would be advantageous. Applicants will ideally have bureau experience however this is not essential.

The successful candidate will be educated to higher level (or equivalent) with a BTEC Payroll qualification (or equivalent) being advantageous, but not essential. Working closely with the management team and other administrators to focus primarily on the delivery of the payroll service to our clients, this role offers an exciting opportunity to develop and establish a career within a successful and growing firm.

If you are interested in applying for the above position please send your CV with a covering letter to Claire Anderson, Resourcing Advisor [claire.anderson@jcca.co.uk](mailto:claire.anderson@jcca.co.uk) by **closing date 14 June 2017**.

**Date advert posted: 16 May 2017**