

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:

PAYROLL OPPORTUNITIES

Reports to:	Payroll Manager
Job Type:	Permanent
Hours of Work:	Full-time
Location:	Flexible
Salary details:	Competitive
Job Purpose:	Processing of clients' payroll in a timely and accurate manner. Maintenance of payroll records and calculation of wages and applicable deductions. Work closely with managers and administrators to identify areas of development and improvement.

Johnston Carmichael are looking to recruit experienced payroll individuals, at varying levels, to work in our busy and expanding payroll team. The successful candidate will be involved in the processing of multiple frequency payrolls, across a wide range of client business sectors.

The successful candidate must have:

- Previous payroll experience - bureau experience is preferred but not essential
- Experience of dealing with end to end payroll and auto enrolment process
- Working knowledge of the current payroll legislation and compliance
- Strong mathematical, problem solving & organisational skills, as well as a high level of attention to detail
- Good communication skills with colleagues & clients
- Competent in the use of Microsoft office packages, particularly excel
- The ability to work to strict deadlines whilst maintaining a high degree of accuracy

Working closely with the payroll team manager and administrators to focus primarily on the delivery of the payroll service to our clients. This is an exciting opportunity to develop and build 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 recruitment@jcca.co.uk by the closing date

Date advert posted: 29th May 2018