

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 ADMINISTRATOR**

**Reports to:** Manager

**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 client's 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 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:

- Previous experience of end to end payroll processing
- Experience of auto enrolment administration
- Good working knowledge of the current payroll legislation as compliance with statutory regulations is key
- Experience of completing PAYE, NIC and statutory payment calculations
- Excellent communication skills with the ability to interact with clients and colleagues and all levels.
- Ability and interest in understanding the client's needs
- Experience of resolving client & employee discrepancies/queries
- Strong numerical skills
- Excellent organisational and prioritisation skills, with the ability to meet tight deadlines whilst maintaining a high degree of accuracy

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 Recruitment at [recruitment@jcca.co.uk](mailto:recruitment@jcca.co.uk)

**Date advert posted: 14<sup>th</sup> Dec 2017**

