

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 Assistant Manager

Job Type: Permanent

Hours of Work: Negotiable

Location: Aberdeen

Salary details: Competitive

Job Purpose: The successful candidate will be responsible for planning, scheduling and delegating work to the Payroll Administrators, ensuring their work is completed on time and to a high standard, whilst ensuring the Payroll Administrators are supported in order to achieve targets and hit deadlines.


The successful candidate will be responsible for:

- Line management responsibility
- Supervision & review of work of less experienced staff
- Plan, schedule & delegate work to the payroll team
- Meet & speak with clients
- Identify areas of inefficiency
- Support/assist with training of less experienced staff
- Processing of complex/technical assignments to a high degree of accuracy and in line with regulatory standards
- Preparation of fees
- Provide accurate budget costings of work
- Be involved in advisory and planning work on client portfolio and other ad hoc projects as they arise
- Approval/release of BACS payments

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. Previous experience of people management and working closely with a management team would be beneficial.

You will be responsible for team of 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@jcca.co.uk by the **closing date**.

Date advert posted: 29th March 2018

