

Document Name: Job Description – Payroll & Administration Trainee
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**STEPHENSON
SMART**

Chartered Accountants

Job Description – Payroll and Administration Trainee

Job Title: Payroll and Administration Trainee
Location: Head Office/Peterborough
Working Hours: 08:45 – 17:15 (37.5hrs per week)
Working Days: Monday to Friday
Reports to: Payroll Supervisor
Travel Required: No

Job Overview

Whilst studying towards the payroll qualification, you will assist in a wide range of Payroll and Administrative duties across all areas of the business. You will be offered a fully supported and structured training programme both internally and externally to the firm, which will ensure you have the best opportunity to meet your payroll ambitions.

You will be part of a highly motivated, growing Payroll Bureau. Your role will be key in providing accurate and high-quality Payroll services and will work together with other team members to deliver a first-class service to all our clients. You will be supported in deepening your own technical skills as you develop and progress in your role.

Key Responsibilities and Accountability

As part of your contract you have a duty of care to ensure the security and integrity of customer data at all times and undertake all tasks in line with company policies.

Payroll Administrator

- Setting up new payroll clients, collecting of all required data and ensuring that Stephenson Smart new client procedures are adhered to,
- Create new client accounts with HMRC,
- Processing multiple frequency payrolls and submitting RTI reports to HMRC within required timescales and in accordance with Stephenson Smart & Co.'s procedures,
- Calculating additional items such as holiday pay, statutory parenting pay (SMP, SPP, ShPP, SAP), statutory sick pay (SSP), student loan deductions and statement orders; in accordance with client policy,
- Prepare and issue payroll reports, payslips and P45/P60s in accordance with the client specification. Where requested, induct, and maintain client data within the online payslip portal, including issuing of online payslips and reports as required,
- Processing all new starters and leavers,
- Dealing with internal and external queries from clients, and collecting relevant data from the client in a timely manner,

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- Calculating and processing of pension contributions including set up and administration of schemes under auto enrolment, and upload of data to various pension providers,
- Liaising with the pension scheme providers on all aspects of the client's pension arrangements,
- Processing of monthly CIS returns and administering the client subcontractor verification process,
- Production of reports for BACS payments and to ensure that BACS payments, on behalf of clients, are processed by their due date in a controlled manner and in accordance with agreed procedures,
- Ensuring the tax year end process is planned and controlled to adhere to the statutory reporting deadlines,
- Providing support and participation in relation to ongoing payroll projects within the team,
- Providing administration support to the payroll team.

Administration Duties

- To provide ad hoc support to the wider administration team as required:
 - Maintaining general information and confidential information files,
 - Maintaining internal admin, personnel and accounting forms and electronic templates,
 - To provide cover for reception
 - Providing support to the internal accounting function of the business
 - To aid other areas of the business and work on ad-hoc projects as directed,

About You

This is an exciting opportunity, perfect for an individual who is keen to develop their current skills into a career path within the payroll sector.

Qualities required:

- Excellent customer service skills,
- Strong communication skills,
- A desire to work within a team,
- Ability to prioritise multiple workloads,
- Numerical and financial skills,
- Good problem-solving skills,
- Excellent attention to detail,
- Demonstration of own initiative,
- Competent in administrative duties,
- Experience in using Microsoft Applications,
- Experience of working to multiple deadlines within guidelines of different Service Level Agreements,
- Discuss and implement changes to enable Stephenson Smart to deliver a high standard of service to clients,
- Enthusiastic and eager to learn and develop own effectiveness.

Standard Accountability Statements

Health and Safety

You are required to comply with the Company Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You

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must comply with your safety responsibilities and must co- operate with management in all respects for the full implementation of Stephenson Smarts Health and Safety Policy.

Equality and Diversity

The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services

Learning and Personal Development

The post holder has a personal responsibility for his or her own learning and development, and will maintain up to date records of achievement and attendance as required. The post holder must undertake the learning and training and any other relevant training that is identified and agreed with their manager.