



Payroll Job Description (3 days growing to 4)

Ammu, is a team of Chartered Accountants and Chartered Management Accountants with a unique perspective on business.

Our cutting edge online cloud software is at the centre of what we do across our diverse range of services. We work with growing and established businesses across the West of Scotland. We help businesses understand the reality of where their business is now to gain perspective and find new opportunity.

If you are a payroll administrator looking for an opportunity to deliver high quality payroll services and develop your skills within a supportive and growing practice then we'd love you to join our team.

The payroll administrator Role

The position is for a Payroll Administrator reporting to our Payroll and Tax Adviser. The role requires a high level of numeracy skills, organisation with a background in payroll and book-keeping for a diverse portfolio of SMES. Plus a good working knowledge of payroll legislation and HMRC regulations. Experience of working in an accountancy practice would be advantageous but not essential.

A key part of the role requires regular contact with clients and working alongside colleagues to deliver high-quality payroll services. You will be responsible for day-to-day administration and processing of payrolls, including managing multiple deadlines and adhering to strict compliance and regulations.

As ammu's payroll administrator we require a minimum of two years experience but prefer three to five years.

For the role we expect you to have strong communication skills with eagle eye attention to detail and the ability to manage your time efficiently and adhere to strict deadlines under pressure.

We are looking for a person who can support our Payroll and Tax adviser to develop the success of our growing payroll department in line with our values. The successful candidate will demonstrate client centred qualities, collaborate well with colleagues and the ability to confidently put forward ideas.

Ammu offices are located in Glasgow and Ayr and we are strong supporters of flexible working practices and have the systems in place to support working remotely. As we are strong supporters of flexible working we are open to discuss your 21 hours across three to four days.

Objectives of this Role

- Support ammu's Payroll and Tax Adviser to deliver a high-quality payroll service that is aligned to ammu's overall accounting practice strategy
- Efficiently use accounting software for the administration and processing of payrolls for SMEs - includes administering RTI submissions and processing end of year forms P60
- Accurately process multiple payrolls with different pay frequencies accurately and on time
- Responsible for the end-to-end payroll processing for ammu's portfolio of client payrolls
- Proactively carry out payroll reconciliations and analysis
- Apply knowledge of pension schemes and pension upload to pension providers website
- Ensuring client and employee records are kept up to date
- Support clients and colleagues by dealing with a range of HMRC queries
- Stay up to date with CPD and any changes to legislation by HMRC.

Experience & Requirements

- Strong knowledge of payroll legislation and compliance
- Good understanding of HMRC regulations
- Client centred approach where client satisfaction is paramount
- Strong working knowledge of accounting software
- Excellent numeracy skills
- Excellent computer skills, with an expertise in excel and word
- Strong attention to detail and focus on accuracy
- Excellent time management and focus on meeting strict deadlines
- Working knowledge of Microsoft Teams and SharePoint (an advantage)
- Thrive working with a variety of clients and treat everyone as an individual
- Demonstrate strong team working skills
- Proactively seek ways to improve quality and processes

Further Information

- The role is 3 days growing to 4 days
- Ammu values are in play in every part of our day
- Genuinely excel in an open, flexible, caring environment

Extensive Employee Care Package

- Excellent salary, benefits & pension
- MacBook Pro/Air
- Mobile phone & other benefits
- Flexible working
- Private medical insurance
- Excellent extendable and adaptable holiday plan

How to apply

Please send your **CV** and a covering **letter or video** to Jane Grant at jane@ammu.co.uk