



## **Job Specification**

### **Payroll Team Leader - Technician Lincoln Based**

We have a vacancy in our Client Payroll team. You will have recent experience in the preparation of payroll in a busy bureau environment. You will be familiar with the common issues and key current legislation, to liaise with our clients to ensure their payroll is completed timely and accurately. As well as actual payroll work to complete you will also act as the day to day team leader ensuring deadlines are met, and work is completed across the team in an efficient manner

#### **Key Responsibilities**

- Preparation of weekly and monthly client payrolls using Iris Payroll Professional software
- Administration of payrolls ensuring employee records are up to date – including developing and maintaining excellent client relations
- Liaise with HM Revenue & Customs to resolve any client issues
- Preparing year end returns and routines
- Working with the Payroll Manager on team organisational duties, to ensure a motivated team, consistently delivering excellent service to clients and to the team internally
- Assisting the Payroll Manager on more complex payrolls as necessary and acting as cover for other Payroll Technicians
- Providing support and client information to colleagues throughout the business to assist in excellent client service
- Attend internal and occasional external training sessions to ensure working knowledge is up to date

#### **Skills and Qualities required**

- Minimum of five years' practical experience of payroll processing, more recently in a bureau environment
- Experience of payroll calculations and processing, including manual calculations - often on complex payrolls
- Have a working knowledge of payroll legislation and statutory payments
- Have a thorough understanding of the RTI legislation and Auto Enrolment legislation and the practical effect on client payrolls

- Able to take responsibility for own portfolio of payrolls – communication of and consistent meeting of deadlines
- Experience of supervising and/or helping others
- Proficient and confident with IT, especially MS Office

### **Personal Skills**

- Motivated and committed to provide an excellent service to both clients and to colleagues
- A great team player
- Respected as a leader
- Excellent communication skills
- Keen attention to detail
- Organised, strong administrator
- Ability to multi task and prioritise so multiple deadlines are met
- Ability to deal with pressure at peak of payroll cycles

### **Working Conditions & Package**

- 40 hours per week
- Flexible working hours
- Competitive salary and annual leave package
- Annual leave trading scheme
- Salary dependant on experience
- Discretionary bonus scheme \*
- Contributory pension scheme
- Healthplan cashback scheme
- Permanent health insurance scheme \*
- Death in Service benefit
- Childcare vouchers

\*Upon successful completion of probationary period

**To apply email your CV and covering letter telling us why you want to work for Wright Vigar and detailing your experience and current/most recent salary to John Richmond (HR Manager):**

[vacancies@wrightvigar.co.uk](mailto:vacancies@wrightvigar.co.uk)

**Please quote reference WV1715**