

## **PAYROLL ADMINISTRATOR**

Champion are leading Accountants for SME's and Entrepreneurs providing a range of expert financial and business advice services that enable organisations to grow and create wealth for their owners.

Employing 100+ accountants and business experts spread across our network of offices in Manchester, Chester, Preston and Blackpool, we have developed a market-leading reputation for delivering outstanding advice and support. This exceptional level of service sees us work with businesses and their owners throughout the UK, but predominately within the North West, from start up to sale.

We are looking to recruit an experienced Payroll Administrator to join our Payroll Bureau Team within our Manchester based Practice in Worsley.

You must be able to work independently and to deadlines within a busy team.

Using Sage 50 Payroll your duties will include processing payrolls for all types of different companies on a weekly, fortnightly, four weekly and monthly basis.

### **Your duties in this varied and interesting role will include:**

- Processing all payroll and submitting RTI reports to HMRC within required timescales
- Processing all new starters and leavers
- Dealing with queries from clients, their employees and the relevant local authorities.
- Calculating and processing of pension contributions including set up and administration of schemes under auto enrolment.
- Liaising with the pension scheme providers on all aspects of the client's pension arrangements.
- Production of reports for BACS payments
- Maintaining client files

### **Experience and skills required:**

- Experience in a payroll bureau environment using SAGE payroll
- Up to date knowledge of PAYE rules
- Good administration, planning, organising and time management skills with excellent attention to detail
- Comfortable working to tight deadlines in a fast pace environment with time/ deadlines awareness
- Excellent communication and customer service skills
- Able to use own initiative with drive and energy to get the job done

### **Details:**

- **Standard Hours:** 35 per week, flexible arrangements could be accommodated
- **Location:** Champion Consulting Ltd, 1 Worsley Court, Worsley, Manchester. M28 3NJ.  
Telephone: 0161 703 2500

**To apply please send CV and current salary details to [sharon.rathmill@championgroup.co.uk](mailto:sharon.rathmill@championgroup.co.uk)**