



richardson swift

Job Title	Payroll Assistant
Location	Bath
Reporting To	Payroll Manager, Directors
Key Relationships	Payroll Manager, Finance, Accounts, Audit and Tax teams. The Admin team and clients.
Job Purpose	
The Richardson Swift payroll department is responsible for accurately preparing and submitting weekly, fortnightly, and monthly payrolls for our portfolio of clients. You will be responsible for a wide range of other employee related processes such as, pension calculations, entitlements, allowances and benefits. This includes holiday entitlement, overtime, maternity leave, sabbaticals, severance pay, and expenses claims. This is a varied role, and you must be willing to be flexible in a time pressured environment, whilst maintaining the highest level of accuracy.	
Job Role	
• Independently prepare regular payrolls for a portfolio of clients. Cross checking the work, issuing payslips and submitting RTI returns. • Answering payroll queries and establishing good relationships with clients. • Ensure all employee and employer details on the database are accurate and up to date. • Advise clients on any changes to payroll legislation and provide advice where relevant. • Prepare any additional more complex payrolls requested by the payroll manager. • Prepare and submit pension details requested by the payroll manager and update the pensions regulator. • Assist with SSP/SMP calculations when instructed. • Assist with any CIS returns as instructed by the Payroll Manager. • Register new payroll clients with HMRC and set them up on the database. • Communicating with HMRC regarding payroll work. • Provide cover holiday cover for the payroll manager and any other leave. • General ad hoc duties as instructed by the Payroll Manager.	
Person Specification	
• Previous experience processing payrolls. • Be competent in Microsoft Office, particularly Excel. • Previous experience of using IRIS payroll software would be beneficial, but not necessary. • You will need to have good reconciliation skills together with excellent written and verbal communication skills • Excellent attention to detail, be accurate and efficient. • Can build constructive relationships with other team members and clients. • Possess a can-do attitude and demonstrate confidence in own ability to achieve what is required.	
What's in it for you	

- Competitive salary
- Annual salary review
- 25 days holiday plus Bank Holidays
- CPD support
- Personal Pension
- Join a busy and friendly team in the heart of Bath

Additional benefits following successful completion of probation period:

- Birthday day off
- Life Assurance (4x Salary)
- EAP app benefits
- Cycle to work scheme