

## Job Specification – Payroll Administrator (Godalming)

---

### About Shipleys LLP

Shipleys LLP is a firm of chartered accountants and professional business advisors, with offices in the West End, London and in Godalming, Surrey.

You'll find our approach a little bit different. We know that nobody understands the affairs or business like our clients, so our focus is on getting to know them, their objectives and priorities.

We build close, personal, long-term relationships with clients, to become a trusted adviser who they can always turn to for practical advice and solutions. As an active member of AGN International, we can introduce our clients to contacts across the globe.

---

### The Role

You will ensure that each stage of the payroll process is actioned accurately. You will be responsible for ensuring that clients are paid properly and on time.

You will need to manage your time and be organised so that you can meet strict deadlines. You'll also need to pay close attention to detail.

The Payroll department works as a team, so there will be a level of support available.

The role also requires the following:

- Accurate and timely processing of weekly, monthly, quarterly and annual payrolls and year end reporting.
- Liaising with clients, HMRC, pension companies and third parties as required.
- Auto-enrolment implementation, calculation, reporting and compliance.
- Uploading pension contribution information to pension provider's websites.
- Setting up BACS payments for salaries, pension payments and HMRC liabilities.

---

### The Role Reports To

Payroll Manager

---

### Education and Experience

Knowledge of CIS, P11D's and Payrolling benefits would be advantageous but not essential

The successful candidate is likely to have a 'can do' approach and experience of working as a Payroll Administrator.

---

### The Individual

The applicant should be able to demonstrate the following skills and behaviours:

- Demonstrates the ability to deal with sensitive matters professionally and confidentially.
- Manages challenging situations in an appropriate manner with the ability to remain calm under pressure.
- Ability to manage time and deliver goals and objectives.
- Self-motivated with a good degree of initiative.
- Accuracy and an eye for detail with a meticulous, systematic approach to solving problems.
- Listens to, understands and communicates confidently with others in a clear, concise, polite and purposeful way.
- Responds quickly to changing demands and demonstrates strong skills in prioritisation and time management.
- Drives work forward with minimal direction.
- Ability to summarise and interpret complex information using oral and written methods to meet the needs of a diverse audience.
- Ability to work collaboratively with colleagues.

In addition to the above, the individual should be organised and should display a flexible, professional approach as well as have the confidence and ability to establish credibility with Principals and employees.

---

To apply please email a covering note and your CV to

[recruitment@shipleys.com](mailto:recruitment@shipleys.com)

## Salary / Benefits

We can offer you:

- Competitive annual salary.
- The opportunity to develop within this role and undertake qualifications as required.
- Group Personal Pension Scheme: under the requirements of pension auto-enrolment you will be automatically enrolled into the Group Personal Pension Scheme (3% employee, 5% employer).
- Eligibility for yourself and your dependants for the firm's private medical insurance scheme upon completion of probationary period.
- Life assurance cover at four times salary upon completion of probationary period.
- Group Income Protection cover at 75% of salary minus ESA upon completion of probationary period.
- 20 days' annual leave plus bank holidays.
- Cycle to Work Scheme
- Season Ticket Loan
- Access to a number of other benefits through a Cashplan.