

Payroll Administrator

Rickard Luckin is looking to recruit a dynamic and motivated individual to join our Payroll Team in our Basildon office.

We are looking for someone with previous payroll experience who is looking to further develop their payroll knowledge and experience in a strategic and forward-thinking business.

About the role:

The Payroll Administrator will be an important part of the department and will work closely with the Head of Payroll as well as the wider team to ensure the full payroll cycle runs smoothly.

The ideal candidate will have previous experience working within a payroll bureau and or practice and will be able to utilise their past experience to ensure our clients receive the best possible service.

This is an excellent opportunity for a driven and enthusiastic individual with previous payroll experience who is looking to join a small yet dynamic.

Required Qualifications & Skills

- Minimum of 2 years payroll experience
- Experience in processing auto-enrolment pensions
- STAR payroll software knowledge is preferable
- Sage payroll software experience is desirable
- Xero payroll software experience is desirable
- Up-to-date and appropriate knowledge and skills in your technical field to enable you to fulfil the purpose of your role
- Computer skills appropriate to your role
- Verbal and written communication skills appropriate to your role

About Us:

Rickard Luckin is an established Accountancy and Tax Advisory firm, with a significant presence across Essex and the South East. From our offices in Basildon, Chelmsford and Southend-on-Sea, our expert team of chartered accountants and tax advisers work with businesses and individuals across Essex to help them realise their potential and achieve their aims.

Our passion and commitment does not stop at the client experience! We follow the same approach with our team members! As an award-winning training firm, our core mission is to ensure all team members continue to grow and develop, supporting our team to meet their individual goals and aspirations.