

Payroll Processor

We have a fantastic opportunity for an ambitious and professional individual to join our Payroll Team here at Rickard Luckin.

We are looking for a dynamic and motivated person with previous experience working within a payroll bureau and or practice to support our Head of Payroll. This is a great role for someone who is looking to further their career in a progressive yet professional environment where personal development is regarded highly.

About the role:

The Payroll Processor will play a key role within the team and will be involved throughout the whole payroll cycle working both own their own clients as well as supporting the wider team.

Drawing upon their knowledge, training and experience they must be comfortable carrying out tasks with minimal supervision to ensure all objectives that have been set are met.

As well as supporting the team the Payroll Processor will have a portfolio of their own clients, therefore the team member will have to feel comfortable working closely with our clients to build strong relationships and ensure our current high standard of support are upheld. It's also key for the individual to feel comfortable communicating with clients on a regular basis and deal with client escalations quickly and appropriately.

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

Required Qualifications & Skills

- Minimum of 3-4 years experience working within a payroll bureau/practice
- Experience managing a portfolio of clients
- Experience in processing auto-enrolment pensions
- Accounting knowledge is desirable
- Paycircle experience is desirable
- 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
- CIPP qualified is desirable
- 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.