



JOB DESCRIPTION

Name:

Job Title: Payroller

Team: Tax

PURPOSE OF ROLE AND PRIMARY OBJECTIVES

- To act as the primary point of contact for the clients for whom you are responsible in all of their dealings with Rickard Luckin relating to payroll
- To take specific responsibility for managing the effective and timely delivery of payroll services, ensuring the quality of service meets the firm's aims
- To provide support to the management of payroll services provided by the firm

REPORTING RELATIONSHIPS

- You will report to the Payroll Manager responsible for the payroll department
- You will report to clients by letter, telephone, email and attending meetings as appropriate

AIMS AND VALUES

All members of the firm are responsible individually and collectively for delivering an excellent client experience through our services. This includes:

- Going the 'extra mile' to assist clients
- Treating every client as unique
- Friendly and approachable style
- Being inspirational and energetic
- Professional and ethical conduct
- Knowledge sharing and pro-active approach to team development
- Focusing on business benefits and lasting change
- Being practical
- Being involved but remaining objective

KEY RESPONSIBILITIES

- Support and promote the aims and values of the firm
- Support members of the payroll team with administrative and payroll jobs
- Regularly attend courses/seminars to keep up to date with legislation
- Be willing to complete training to increase your knowledge of payroll

MAIN DUTIES

- Support the payroll team to manage the portfolio to ensure deadlines are met for all Payroll routines
- Run monthly/weekly/quarterly payrolls from start to finish
- Liaise with clients regarding any payroll queries
- Prepare letters and emails to send to clients containing payroll data
- Prepare journals & cost reports for clients
- Process pension assessments and pension uploads for clients
- Follow firm Payroll procedures

KEY PERFORMANCE INDICATORS

- Personal chargeable hours target
- Department client retention
- Other project targets (as agreed in appraisals)

QUALIFICATIONS / SKILLS AND EXPERIENCE

- Basic knowledge and skills of payroll and auto enrolment compliance (essential)
- Verbal and written communication skills appropriate to your role
- Advanced excel skills to include pivot tables, v look up etc (preferable)
- Some previous payroll experience, or training (essential)

KEY SKILLS AND ATTRIBUTES

All Team Members are expected to demonstrate a consistent and comprehensive application of the following behaviours:

Personal Effectiveness - Working in an organised, effective and influential manner in order to achieve the required results within acceptable timescales.

Client Focus - Ensuring that every effort is made to consistently provide a standard of service to meet and where possible exceed the expectations of both internal and external customers.

Teamwork - Working together effectively with others to achieve more than could feasibly be achieved individually.

Communication - Making the effort to communicate with others in an appropriate, thoughtful and timely manner.

Professional and Technical - Possessing and putting to good use all the technical and specialist skills required to carry out the role effectively.