

BLUE SPIRE LIMITED

JOB DESCRIPTION

PAYROLL AND PERSONAL TAX ASSISTANT

SALARY – DEPENDING ON EXPERIENCE
5 DAYS PER WEEK
IMMEDIATE START

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An exciting opportunity has arisen for a highly organised and motivated Payroll and Personal Tax assistant to join our friendly team in our Chichester office.

The successful candidate will have excellent attention to detail, be confident in liaising with clients and colleagues, be accurate and efficient, and ideally have a good working knowledge of Microsoft Office systems.

The role is full-time Monday to Friday 8:30am-5.00pm with a 1-hour break for lunch.

Part-time would be considered for the right candidate.

KEY RESPONSIBILITIES:

- Responsible for processing weekly and monthly payrolls
- Dealing with queries
- Inputting data entry
- Assisting with reconciliation
- Processing starts and leavers
- Pension calculations and processing
- Preparation of self-assessment tax returns
- Income and expenditure accounts for self-employed individuals
- Dealing with HMRC
- Assisting tax manager with administration and client queries.
- Supporting our Payroll Manager and Tax Manager with additional duties as required

REQUIREMENTS:

- Payroll experience (1-2 years minimum)
- Excellent attention to detail
- Excel and Word knowledge
- Being able to multitask efficiently and work to a tight deadline
- Excellent communication skills
- Ability to manage own tasks, be proactive and self-motivated
- Friendly & a team player

OUR CORE VALUES:

Our Company Core Values are fundamental in guiding and shaping our approach across all activities, from nurturing our company culture to surpassing our clients' needs. These values, which are vital to us, are as follows:

- Approachable
- Informed
- Tech Savvy
- Client Focused

BENEFITS:

- 25 days holiday per year
- Staff events
- Opportunity to be part of a fun, friendly team environment