

BLUE SPIRE LIMITED

JOB DESCRIPTION

SENIOR PAYROLL ADMINISTRATOR - FULL TIME

Location	Chichester, West Sussex
Hours	Full-time (37.5 hours per week)
Salary	£28,000-£35,000 depending on experience

ABOUT THE ROLE:

We are looking for an experienced Payroll Administrator to join our friendly accountancy practice in Chichester. The successful candidate will manage a portfolio of payroll clients, ensuring payrolls are processed accurately, on time and in line with HMRC requirements.

KEY RESPONSIBILITIES:

- Process weekly, fortnightly, four-weekly and monthly payrolls for multiple clients.
- Manage payrolls from start to finish using BrightPay.
- Process starters, leavers, pay changes and statutory payments.
- Submit RTI returns to HMRC and deal with routine HMRC queries.
- Manage workplace pension auto-enrolment and pension submissions.
- Respond to client payroll queries in a clear and professional manner.
- Prepare year-end payroll documentation, including P60s.
- Keep up to date with UK payroll legislation and compliance requirements.

ABOUT YOU:

Essential

- Proven payroll experience, ideally in an accountancy practice or payroll bureau.
- Strong knowledge of UK payroll legislation.
- Experience using BrightPay software.
- Excellent attention to detail and organisational skills.
- Ability to manage multiple payrolls and deadlines.
- Confident communication and client service skills.

Desirable

- Experience with payrolling benefits.
- Experience working within an accountancy practice environment.

WHAT WE OFFER:

- Competitive salary.
- Pension scheme.
- Ongoing training and development.
- Friendly and supportive team environment.
- Opportunities for career progression.

To apply please send your covering letter and CV to:
bridget@bluespire.co.uk