

## JOB DESCRIPTION

<b>Job title</b>	<b>Payroll Assistant</b>
<b>Location</b>	<b>Milton, Cambridgeshire</b>
<b>Department</b>	<b>Payroll</b>
<b>Line manager job title</b>	<b>Senior Manager</b>

### Overview

An exciting opportunity has arisen for a Payroll Assistant to join the Payroll Team. You will work closely with the team, supporting with tasks to ensure the smooth running of the payroll each month. Alongside the role once settled in the role, the individual will have the opportunity to work towards a recognised qualification. This role is perfect for someone looking to kickstart their career in payroll.

### Key accountabilities

- Assist in the creation and distribution of invoices to clients.
- Ensure accurate and timely uploading of pension contributions to the relevant platforms.
- Provide necessary support to the team to ensure smooth operations.
- Manage and organise the team's email inbox, ensuring all communications are attended to promptly.
- Maintain and update the online portal as required.
- Assist in the onboarding process for new clients, ensuring a smooth transition.
- Responsible for updating and maintaining forms related to HM Revenue and Customs.
- Update and maintain Anti-Money Laundering (AML) forms as required.
- Draft and send out letters to clients as needed.

### Person Specification

- A minimum of five GCSE's including Maths and English (Grades A\*-C/4-9) or equivalent.
- Excellent communication skills with the ability to build positive relationships across all levels of the organisation and clients.
- Proficient attention to detail to ensure accuracy.
- Ability to balance multiple priorities and deliver to strict timelines.
- Interest in pursuing a career in payroll.
- Previous experience in an administrative role is preferred.