



Job description

# Senior Payroll Executive

Please send your CV and covering email to  
[recruitment@rickardluckin.co.uk](mailto:recruitment@rickardluckin.co.uk)

**RickardLuckin**  
Chartered Accountants and Tax Advisers



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- **Job title:** Payroll Executive
- **Grade:** Senior
- **Business unit:** Payroll Services
- **Reporting to:** Payroll Manager and Head of Payroll
- **Key relationships:** Clients, Payroll Team and RL Relationship Leads

## The purpose of the role

As a Senior Payroll Executive you will be primarily responsible for the administration and processing of payrolls within the team whilst working independently to provide a first-class payroll bureau service.

## Key responsibilities

- Responsible for the day to day administration of both small and large client payrolls;
- Have an extensive knowledge of various specialist areas such as shares, client accounts, etc.;
- Have an extensive knowledge of payroll softwares and be able to run payrolls efficiently using the functionalities such as import/exports, nominal journal, costing and report writing;
- To have an extensive knowledge of pension schemes including a good knowledge of AE administration process and build bespoke pension upload file to pension providers website;
- Assist with various types of client setups and project work;
- Participating and leading in both team and client meetings;
- Proactively keep up to date with new payroll legislation and compliance, including interpret new legislation effectively and provide training to others within the team as required;
- Proactively carry out payroll reconciliations and analysis and be able to assist the team with associated queries;
- Proactively liaise with HMRC and assist with more technical enquiries when they arise, including assisting the team with associated queries;
- Assist with the training of new and existing team members;
- Assist with payroll reviews, signoffs and providing feedback where necessary;
- Ability to delegate where appropriate and to assist team members on projects;
- To work with other departments and understand the services that are being provided to clients (and not just payroll);
- Proactively communicate the full range of services offered by the payroll team to clients and encourage the team to do same.

# Behaviours and competencies

## Clients and new business

- Always act in a professional manner when dealing with clients and colleagues demonstrating respect and confidentiality;
- Exceptional communication skills (both written and oral) with clients and staff;
- Have an excellent client service and be able to build confidence and turn around payrolls with service issues within the team and assist the team with associated issues.

## Business performance

- Demonstrates commitment to further self-development taking action to address skills and knowledge gaps;
- Takes ownership of projects demonstrating positivity to the rest of the team;
- Always suggesting and seeking improvements in systems and processes then working with HoP to implement changes;
- Excellent numeracy skills;
- Ability to organise own work load and prioritises tasks ensuring tasks are seen through to completion;
- Demonstrates attention to detail and a high level of accuracy.

## People and leadership

- Leads by example acting as role model to the rest of the team;
- Demonstrates an appreciation of the importance of teamwork and responds willingly to all team members reasonable requests;
- Develops and maintain relationships with internal and external contacts at all levels making yourself known within the wider team;
- Positive approach to providing support and guidance to more junior members of the team.

## Firm and society

- Actively assists at networking and marketing events and positively promotes the service on social media platforms;
- Ensures payroll process and procedures are adhered to as outlined in the Quality Assurance Framework and actively encourages this within the team.

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