Tax Driven Accountants

COMMITTED TO DRIVING YOUR TAX DOWN

We're Recruiting

Part Time Payroll and Admin Professional

Excellent Starting Salary

With up to 20% bonus

Read this brochure to find out if this role would be a great fit for you

2 positions available



0800 999 1800

info@taxdriven.co.uk

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Part Time Payroll and Admin Professional

In this role, we would be looking for a experienced payroll professional to join our team, who can operate from **our Preston Brook head office**, for five days per week.

For the right candidate, who will be well organised, has attention for detail and is reliable, this is a ground floor opportunity to join a highly successful, fast-paced accountancy company. Our company culture is to support staff and maintain personal and professional development, including sector-related qualifications.

Our typical hours would be between **Monday to Friday 9:30 AM – 2:30 PM** (this can be flexible by up to 30 minutes).

Excellent starting salary (plus up to 20% bonus), with regular pay rises throughout the year, through the structured career development scheme.

Your main duties would include:

- Preparing payroll for clients
- Obtaining and sending payroll to clients
- Checking for payments made
- Taking telephone calls throughout the day
- Completing invoices for credit control
- Chasing outstanding invoices
- Answering payroll queries and general queries
- Complete regular administrative duties

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We require applicants to possess the following essential skills:

- Must have experience in payroll and experience using payroll software
- Eagerness to work in or have experience of working in an office for previous a role
- Strong IT skills including Microsoft Excel and other packages
- Must be well organised and committed to maintaining a tidy workspace
- Enjoy working independently and as part of a small team
- Enjoy working with clients and assisting their business needs
- Must be able to communicate effectively both with clients and the internal team
- Adaptability as the company grows

The company can offer you:

- Generous salary package
- Continuous professional development, this inclides a payroll qualification
- 10-20% bonus scheme
- Company pension scheme

If you believe you'd be a strong fit for this position, please get in touch and we'd be happy to hear from you.

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"Jobs are always varied, never boring, because the work is so varied. There's great career opportunities at Tax Driven Accountants." – JB

"I have been working for Tax Driven Accountants for 10 years and it is a rewarding experience that provides excellent opportunities to develop professionally and personally. One of the things I enjoy most is the variety of work, as every client and situation can bring a new challenge. Tax Driven Accountants recognises hard work and commitment and there are plenty of opportunities to learn, progress and build upon your career." – HS

"At Tax Driven Accountants, I really like meeting different customers every day with different businesses and people. I really like working with businesses in the local area." – CPO

"Since working at Tax Driven for just over a year now, I have had nothing but support from the team. Everyone here is always willing to lend a helping hand, and it gives a real team feeling. The management team are always eager to push us to the best of our abilities and offer the support to progress with our career." – SO