

## Payroll Specialist – Job Description

Tattersall Bailey is looking for a highly motivated and well-organised payroll specialist to join its team.

Candidates should be experienced in all areas of payroll within a practice background. They must be able to operate in a busy, client-focused environment, with an ability to prioritise their workload and meet deadlines. They should also be personable with excellent communication skills.

<b>Job title</b>	Payroll Specialist
<b>Location</b>	This is a fully remote role so the candidate can work from home anywhere in the UK. Our main office is in Cockermouth, Cumbria and there is the option to work in the office permanently or occasionally if desired by the candidate. This is not a requirement.
<b>Employment type</b>	Full-time, permanent
<b>Company Overview</b>	Tattersall Bailey is a modern, cloud-based accountancy practice with offices in Cockermouth and Carlisle. We are passionate about delivering excellent accounting solutions and payroll services to our rapidly expanding client base
<b>Reports to</b>	Payroll manager and partners
<b>Salary</b>	Competitive salary based on skills and experience
<b>Benefits</b>	<p>25 days holiday plus bank holidays (26 after 5 years)</p> <p>Birthdays off (in addition to holiday allowance)</p> <p>Smart/casual dress code</p> <p>Flexitime</p> <p>Bonus for new client introductions</p> <p>Friendly team/staff socials</p>
<b>Primary responsibilities</b>	<p>Managing and executing weekly, monthly and annual payrolls for a portfolio of clients</p> <p>Processing associated RTI submissions, pension contributions and weekly, monthly and annual statutory reporting</p> <p>Managing pension schemes including TPR reporting, re-enrolment processing and contributions filing</p> <p>Processing SSP, SMP, holiday pay, payrolled benefits and all deductions including salary sacrifice and deduction from earnings orders</p> <p>Processing year-end submissions, P60 distribution and year start processes</p>

	<p>Monthly CIS processing and submission for both deducted and suffered</p> <p>Generating and integrating journals into client accounting systems using QuickBooks and Xero</p> <p>Ensuring timely compliance with all payroll deadlines by managing workload and prioritising effectively</p> <p>Handling client queries and resolving issues to maintain exceptional service levels</p>
<b>Essential skills and experience</b>	<p>Minimum of two years' experience of high-volume payroll processing, ideally within an accountancy practice or payroll bureau</p> <p>Have up-to-date knowledge of payroll and pension regulations including SSP, SMP, holiday pay, pension, year end and year start processes</p> <p>Excellent attention to detail with the ability to demonstrate a systematic and procedural approach</p> <p>IT proficiency, specifically use of Microsoft Office, spreadsheets and shared drives in a professional setting</p> <p>Demonstrated ability of working within a people-focused business</p> <p>Strong interpersonal skills and ability to communicate professionally with colleagues and clients</p>
<b>Desirable skills and experience</b>	<p>Working knowledge of BrightPay payroll software</p>
<b>Contact details</b>	<p>Please contact Susi Seward, practice manager, for more information or to submit a CV and cover letter.</p> <p><a href="mailto:Susi.seward@tbc.uk.com">Susi.seward@tbc.uk.com</a></p> <p>01900 826111</p> <p>Applications will be reviewed on a rolling basis until the position is filled.</p>