



hentons

Payroll Administrator

Candidate Brief

About Hentons

At Hentons we have over 40 years of experience and pride ourselves on understanding our clients, their businesses, and the issues they face no matter how big or small.

We are a multi award winning, top 100 National Chartered Accountancy & Business Advisory firm with national expertise, but our local knowledge means we can offer a bespoke, personalised service tailored to our client's needs.

Our national presence is underpinned by our strong Yorkshire roots. We have seven UK offices in Leeds, Sheffield, Doncaster, York, Hertford, London & Thirsk. Each of our offices offer a full range of business and advisory services.

Our clients' needs are the focus of everything we do and we know each client is unique and special with a range of different opportunities and challenges.



Key Information

- Ranked in the top '50+50 Accountancy Firms' by Accountancy Age
- Team of 150 & growing
- Partner/Leadership Team of 16
- Head Office in Leeds
- 6 other UK offices from Yorkshire to Central London
- Fee income of c£12m

Accreditations



Our why

Our clients' success is all that matters.

Through exceptional service, proactivity, and the strength of our people, we will find the best solution.

Combining the benefits of local and national connections, we will seek out new opportunities.

Taking a personal approach to every client, we will be there to listen, respond, and deliver, whenever you need us.



About the role

Role profile

Job Title: Payroll Administrator

Department: Payroll

Location: Sheffield

Reports to: Payroll Director

Term: Permanent

Salary: Competitive

Payroll Duties

- Managing own portfolio of payroll clients from start to finish including a variety of different workplace pension schemes
- BACs payments for clients
- Liaising with HM Revenue & Customs
- Setting up new payroll clients
- Advanced payroll work; for example, setting up pension schemes, PAYE scheme closures and analysis of payroll
- Liaising with managers and team members with payroll enquires and reporting
- Assisting with training and development for Payroll administrators

- Dealing with employee enquiries
- Liaising with clients directly via email and telephone

General Administrative Duties

- Maintaining files, records and department database
- Dealing with any ad hoc queries
- Tasks on spreadsheets/word documents to complete for analysis tasks helping towards team development
- Organisational tasks to assist the manager and team members
- Providing recommendations to the Manager in relation to client methods & procedures on payrolls



About you

Desired Skills

- Ability to work independently and under pressure
- Can prioritise workload effectively
- Ability to communicate with a wide range of people such as team members, clients and occasionally employees on the payrolls
- Clear and concise – written and verbal communication
- Literate and numerate
- CIPP qualifications (not mandatory but desirable)

Personal Qualities

- Good attention to detail
- Ability to work on their own and as part of a team providing a positive input to others
- Maintain a professional and helpful manner
- Willingness to learn and apply new skills
- Good communication skills

Required

- Maths and English GCSE A-C or equivalent
- Has experience using Sage 50 payroll



Our values

Confidence

In ourselves and in the service we provide to our client. Our expert team will deliver exceptional solutions to help you succeed.

Trust

The strongest partnerships are built on trust. We are open and candid in our advice, and reliable in our delivery.

Dynamism

In exploring new opportunities for our clients, our approach to technology and new ways of working. We aren't scared to think about things differently.

Connections

We are perfectly placed locally to build close and personal connections with clients. Every office is backed and strengthened by our national network.

People

Every team member brings something special and unique to Hentons. We work together, championing each other and encouraging ambition.

Our benefits

Medicash Plan

We have teamed up with Medicash to provide a range of cash back towards everyday healthcare bills and a wide range of other wellbeing benefits

Subsidised Gym Membership

Following the successful roll out of our Flexible Working Policy, we have continued our approach in promoting a healthy work life balance and therefore offer subsidised gym membership

Death in Service (4x Salary)

In order to protect our staff should the worst ever happen we provide a death in service scheme. This scheme will pay out a lump sum to a nominated dependant.

Buy and Sell Holidays

Whether staff would like additional annual leave for a special occasion or would prefer to use less of their entitlement, we now offer a buy and sell holiday scheme.

Social Club

Each Hentons Office has its own Social Committee which organises funded/subsidised social events throughout the year both locally and nationally.

Cycle to Work Scheme

Hentons is part of the 'CycleScheme', offering money towards bicycles at over 2000 retailers.

Season Ticket Loan

Our offices are all near to public transport and we encourage staff to consider using a train or bus to get to work. Staff can apply for an interest-free loan to buy a season ticket on public transport, which is paid back out of monthly salaries.



How to apply



Candidates

To arrange an informal conversation about the role and Hentons or for further information, please contact:

careers@hentons.com

To apply, please send a copy of your CV and a Covering Letter to:

careers@hentons.com

Recruitment Agencies

All queries, submissions and contact from Recruitment Agencies must be directed through our Human Resources Manager, using the following email:

careers@hentons.com

Frequently Asked Questions

For further information and FAQs on our recruitment processes, please visit the 'Working at Hentons' section of our website:

<https://www.hentons.com/about-us/working-at-hentons/>



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www.hentons.com