

Strength in numbers.



Are you ready to join our growing team?

Payroll Administrator

Location: Thames Valley – Maidenhead

Company: Wilson Partners
Leading Accounting, Tax and Corporate finance business

An exciting opportunity to join an ambitious, award winning financial service firm with big ambitions for the next five years.

Core to our business is the provision of accurate information to our clients to enable them to make quality business decisions. This means we need the data we provide them to be relevant, accurate and in real-time, ensuring they're compliant and able to sleep at night. That's why we're looking for a Payroll Administrator with the skills to give our clients the information the need at their fingertips in order to realise their ambitions.

Who we are:

We are Wilson Partners. We combine the financial expertise, experience and accessibility of our talented team with a deep understanding of our clients to help achieve their goals.

We provide a suite of integrated, innovative and value-added accounting, tax and corporate finance solutions that empower businesses, investors and private clients to make better decisions.

We don't do grey suits, operate in silo's or spend all day counting beans. On the contrary, we operate out of a vibrant open plan office in the centre of Maidenhead, all our directors are fully engaged in the business and we're passionate about client success, because after all, if you thrive, we thrive.

Life is short, so we don't just want to make up the numbers. We are a business that makes a real difference to the relationships we build and helps to make life count for our people and our clients.

Each one of us is dedicated to challenging, inspiring and supporting our clients to live the lives they want and enjoy the success that will benefit those they care about and the wider community.

We have grown organically year-on-year since our inception in 2008. In September 2021, we took investment from a family office to accelerate our growth with a view to creating a top 25 accounting, tax and corporate finance business with 5 years.

Your new role:

To support our accelerated growth plans, which will include making a number of acquisitions of other accounting, tax and advisory businesses, we are looking for a Payroll Administrator to join our team and help us maintain continuity of service to our existing and new clients.

Reporting to a payroll manager your main activities will include preparation and submission of the monthly/weekly UK payrolls, pension auto-enrolment and opt-outs, end of year payroll related duties and much more.

This role presents an ideal opportunity for a like-minded individual who 'gets' our values and our culture and wants to join a team at a really exciting stage in its development.

Job Description

Job title	Payroll Administrator
Main purpose of job	To delight those clients that trust us to do their payroll and ensure they are able to pay their employees on time and accurately.
Reports to	Payroll Manager
Duties & key responsibilities	<ul style="list-style-type: none"> • Support the Payroll Manager in the preparation and submission of the monthly/weekly UK payrolls through collating, calculating, and entering data into the payroll system and excel spreadsheets • Process starter/leavers, maternity, paternity, sickness and pension auto-enrolment and opt-outs with various pension providers • Processing of complete payroll cycle and all related tasks (FPS/EPS/ P45s) • Assist with completion of the end of year payroll related duties (P60s) • Build a relationship with clients, working with them to ensure smooth running of processes to ensure accurate and timely information • Responsible for maintaining strong, approachable relationships with clients • Setting up and agreeing payroll schedules with clients • Providing assistance to Payroll Manager in regard to any payroll queries from clients • Keeping up to date with changes in legislation to provide support and training both to the internal team and clients • Demonstrates a clear appetite for self-development through the appraisal and personal development plan processes • Able to organise own workload without letting any deadlines slip
General responsibilities	<ul style="list-style-type: none"> • Client deadlines • Quality control • Responsibility for own CPD • Ensure confidentiality of sensitive data – i.e. salaries/personal information • To act in accordance with the business' values and competency framework
Skills & abilities	<ul style="list-style-type: none"> • Ability to communicate with senior management and explain points clearly and concisely • Ability to work effectively with clients exceeding their expectations • A high level of accuracy and attention to detail • Clear and logical thinking with ability to independently solve complex problems in real-time • Ability to quickly adapt to new circumstances as they arise
Knowledge & experience	<ul style="list-style-type: none"> • Experience of working within a busy payroll bureau or complex in-house payroll function • Good knowledge of UK payroll legislation to be able to run client payrolls • MS Office applications - Word, Excel, Outlook
Personal attributes	<ul style="list-style-type: none"> • Good at managing deadlines and workload prioritisation ('multi-tasking') • Good communication skills – both verbal and written • A 'can do' attitude, including taking ideas, and communicating these throughout the team • Be a good team player demonstrating commitment and respect to other team members • Refer to competency framework for specific behavioural indicators