



## Job Specification

**Job title:** Payroll Administrator

**Location:** Haslemere

**Job Level:** Junior Level

**Business Area:** Business Services

**Contract Type:** Part Time

**Qualifications:** Studying towards accountancy, payroll, HR or business-related qualifications

**Experience:** The main driver is that they can demonstrate other role requirements.

**Hours:** 60 hours a month

**Salary:** £13-£16 per hour dependent on experience

### Overall job purpose

Once trained, and under supervision you will be responsible for the accurate and timely delivery of client payrolls, undertake general administrative duties and work collaboratively with other payroll team members, and across the firm. You will also be responsible for effectively communicating with clients, offices, HMRC and third-party providers, to ensure our clients get excellent and accurate payroll services.

You will be proactive and keen to learn and keep up to date with all payroll legislation and industry changes, but you will be supported in doing so by the firm. You also have HR professionals and lawyers at your disposal should you need any HR/employment law advice, and you will always have directors on hand to assist with anything out of the ordinary.

We are looking for someone who has demonstrated a willingness to start a career in payroll and/or accountancy/or HR but who primarily possesses a high degree of attention to detail, excellent verbal and

written communication skills, and the ability to work under pressure whilst meeting tight deadlines. This someone will also be keen to learn, and to be part of a small friendly team whilst they study for either accountancy, general business or HR related qualifications.

We are keen to invest in someone, and whilst this is a junior and part time role, the hope is the right person will want to stay with us beyond completion of their studies in a suitable and viable role.

### **Key accountabilities**

This role is an opportunity to join a firm with a vision to create excellence not only for its clients, but also its staff.

The work is varied and challenging. The firm's people are friendly, open and supportive and the role should provide you with opportunities to expand your knowledge and involvement with the business.

### **The role requires**

- To be able to work succinctly across a range of clients
- The ability to demonstrate commercial awareness and to add value or a willingness to learn
- Strong oral and written communication skills
- Well-developed people skills to relate to clients and colleagues
- Good organisational and time management skills
- Strong payroll knowledge to work under supervision reporting directly to Directors
- Efficient payroll skills with a detailed knowledge of MoneySoft Payroll Manager, or a willingness to learn MoneySoft Payroll Manager.
- Strong payroll reporting skills required by owner-managed businesses or willingness to learn.
- Competent payroll time and record keeper, with a keenness to learn our current payroll procedures (and improve dependent on experience).
- Working knowledge of the CIS rules or keenness to learn
- Good problem-solving skills and ability to confidently handle HMRC on the telephone to resolve any issues that may arise as a fault of HMRC
- The ability to support the management team with seamless business service skills that embody Revel's mission statement and values
- The flexibility and keenness to support the management team with other ad hoc business advisory services when necessary.

### **Key Performance Measures**

- Delivery of high-quality payroll services and overall service to clients
- Deadlines are met
- Budgets achieved
- Adherence to the firm's procedures and policies
- Flexibility towards hours of work and tasks performed including assisting other staff e.g. dealing with urgent tasks at short notice when required
- To keep confidential any information obtained concerning the business affairs of the Firm, its staff and clients
- Portray the Firm in accordance with its Mission Statement and Values

### **Benefits**

- Salary Sacrifice Scheme
- Office in Haslemere which is walkable or cyclable to the main line station (where you can park your bike)

- Provided all deadlines are met, there is flexibility on the hours worked, and we are happy to allow the individual to use our office as a base to carry out their other studies
- 28 days holiday including bank holidays pro-rated for hours worked

## **About Us:**

### Our Vision and Mission Statement

Revel was started because we wanted to create a firm reflective of our values.

Over time, we have come to realise exactly how important those values are, not only for doing our best for our clients, but how they shape the environment and community we are part of by making Revel a rewarding place to work for our employees and consultants and connecting with our local community. Ultimately, we realise our actions and our company's approach can contribute in an outwardly positive way to society and the environment.

Our ultimate aim has always been to add value to our clients' businesses, and that to us means, using all our available tools effectively and efficiently to manage costs, and to act fast to get ahead of challenges our clients face. We recognise our efforts directly (and indirectly in some cases) contribute day to day to our clients' success and that this comes down to us providing honest, innovative and personal advice, whilst delivering excellent service.

We achieve this as follows:

- Provide quality advice and support
- Tailored specifically to the client
- In clear and simple terms
- At prices that don't cost the Earth

### Our Values

Our values support our Mission and reflect what's important to us and Revel to achieve our vision.

Our values matter for all the reasons discussed in our Mission Statement. They represent the culture we aspire to every day, guiding our judgements, building trust and helping us to be at our best.

Revel expects, that as an employee, you role model and uphold each value in everything you do- in delivering your work, your relationships with colleagues, and how you represent Revel externally.

1. We work in our client's best interest
  - a. We listen and understand our client's needs and care about getting them to where they want and need to be.
  - b. We strive for excellence in everything that we do.
  - c. We put the hard work in behind the scenes to know what we are talking about.
  - d. We deliver tailored advice in language that is clear and simple to follow
2. We act with integrity
  - a. We are ethical.
  - b. We are honest.
  - c. We are accountable.
3. We act with initiative
  - a. We plan ahead for deadlines and try to get our clients to do so as well
  - b. We think of new ways for our clients to tackle problems

- c. We actively anticipate and prepare our clients for the future.
- 4. We work together
  - a. We get the full picture before advising
  - b. We don't advise outside of our knowledge depth
  - c. We are good colleagues- caring, polite, helpful, supportive and challenging of any behaviour to the contrary so we can all work at our best
- 5. We forge links outside of the Revel bubble
  - a. We create and encourage collaborative relationships across and outside Revel with other local professionals
  - b. We seek ways to share knowledge and integrate work for the best of our clients
  - c. We stay focussed on our priorities and support each other as a community (clients included) when under pressure

### **Applications**

Please send a CV and Cover Letter to [laura.vaneyken@revelaccountants.co.uk](mailto:laura.vaneyken@revelaccountants.co.uk)

Closing date 15<sup>th</sup> October 2021

