



SMITH & CO

Chartered Certified Accountants

We Are Hiring.

Payroll Officer



Sage

ACCA

Who We Are.

A G Smith & Co are a long-established independent firm of Chartered Certified Accountants based in Laceby, looking after businesses all over the Lincolnshire and Humber area.

Using the very latest software, technology and innovation, we are a proactive accountancy business that offers its employees career development in a relaxed and modern working-environment.

What's the Job?

As a Payroll Officer, you will be responsible for managing and processing payroll for a diverse portfolio of clients, ensuring this runs smoothly, efficiently, and accurately.

Additionally, you will provide excellent client service by addressing inquiries and resolving discrepancies. Your attention to detail and organizational skills are crucial for maintaining accurate records and confidentiality.



Your Pod.

You'll also have a team around you, supporting your clients in the other areas of accountancy and business advice.



Responsibilities.

Carry out accurate and timely **production of payroll for clients** using Sage 50.

Ensure **compliance** with payroll laws and regulations, client contracts of employment, and pension obligations.

Communicate effectively with clients, distributing payroll reports and addressing payroll-related inquiries via phone/email.

Resolve issues with HMRC regarding PAYE allocations, late submissions, registering and deregistering PAYE schemes etc.

Skills, Quals. & Experience.

- English & Maths GCSEs A-C/9-4 as a minimum.
- Some form of higher education is preferable but not essential.
- Previous experience within a payroll officer role is preferable but not essential.
- Excellent communication skills both written and verbal.
- Ability to build relationships with clients and stakeholders throughout the business, working as a team.
- Excellent time management and organisational skills, deal with changing priorities and deadlines.

What Our Team Say.

“ Being a part of the Payroll team at AG Smith & Co is great... I instantly felt welcomed and comfortable around my colleagues.

As payroll officer I had to process the hours for many clients, ensuring that it was correct and on time, I also got the opportunity to communicate with clients on a regular basis to help answer queries.

My favourite part of the job was consistently being able to manage my work load alongside liaising with each client to meet the deadlines. Everyone at AG Smith & Co have been helpful and supportive and overall a great team to be a part of. ”

Franki Williamson
Payroll Officer

What's on Offer?

The Pay Package

- Basic Salary £26,000.
- Employer Pension: 5% of salary above £6,240 (employee matched, salary sacrifice).
- Overtime: Paid at "total salary" rate. Treated as pensionable earnings.

Working Arrangements

- The role is preferably full-time, 37.50 hours full working week (09:00 to 17:00 Mon to Fri, with 30 minutes break).
- Flexible working outside of core hours / working from home available on request.

What's on Offer? cont...

Holidays

- 28 days annual leave + bank holidays.

Learning & Development

- All qualifications & subscriptions paid for.
- Essential CPD during work hours.
- Quarterly 1-2-1s for Personal Development.

The Office

- A brand-new, custom designed office in Laceby.
- Fully decked kitchens & Refresh Room (inc. pool table).



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Interested?

Send your **CV & a short personal statement** over
via the email below.



01472 341444



hello@agsaccountants.co.uk



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