

Payroll Assistant – Ledbury

Job description

Crowthers Chartered Accountants are a firm of accountants with offices in Pershore, Cheltenham, Ledbury and Twynning. We specialise in working for owner-managed and family-run businesses. We have grown rapidly over the last few years due to the excellent quality of service we offer our clients which is testament to our dedicated, hardworking and passionate team.

Crowthers has a team approaching 40 staff across the 4 offices. We are very focussed on building and retaining our amazing team, seeking to promote from within which is shown by the fact that many of our directors are home grown talent.

Our culture is built around traditional family values: loyalty, mutual respect, and a strong sense of belonging. We believe in relationships—within our team and with our clients.

We are proud of our Company values and look for candidates who can demonstrate their ability to align with these:

- **Respect;**
- **Teamwork;**
- **Worth Ethic;**
- **Conscientiousness; and**
- **Commercial Vision.**

We are currently looking for an assistant to join our payroll team, which is located at the Ledbury office. The payroll bureau at Ledbury looks after the payrolls for the clients of all four offices.

This is an office-based role and will be based on working 5 days a week (37.5 hours) in the Ledbury office. We can be flexible for the right candidate and consider a part-time role.

The role

We are looking for an organised individual to assist our busy payroll team. The individual will be responsible for the payroll duties to allow the members of Ledbury team to focus on other areas of work. The individual we recruit will be an active and key member of our Ledbury office.

The individual will be processing payrolls on BrightPay software in a timely and efficient manner, for review by the payroll manager. The role will also include communicating with clients and HMRC, ensuring payroll deadlines are met and completing auto enrolment duties. It would be preferable for the individual to have prior payroll knowledge.

The individual

We are looking for someone who is organised and has exceptional attention to detail.

The individual should have the following qualities:

- Excellent communication skills
- Good IT skills, particularly in Excel and outlook.
- Efficient and organised
- Team player
- Good eye for detail

Other Benefits:

- Early finish on a Friday.
- 20 days holiday entitlement each year.
- Generous pension contributions.
- Group life assurance (x4 salary).
- Birthday day off (after 12 months service).
- Birthday lunch.
- Regular social events including Christmas and Summer party.
- Monthly 'posh' coffee runs.
- Fruit bowls.

Application

To apply, please email your CV and a covering letter explaining why you would like to join our payroll team, to kjc@crowthers.co.uk.