

Role: Payroll Administrator
Term: 6 Month FTC
Department: Payroll
Reporting to: Payroll Manager

Martin Aitken & Co – About Us:

Martin Aitken & Co is one of Scotland's leading independent firms of Chartered Accountants and Business Advisors with offices based in Glasgow. Founded in 1897 they have remained at the forefront of Scottish commerce, providing clients with a range of audit & accounting, tax, business advisory, corporate finance and financial services.



With 7 directors and over 80 professional accountancy, tax, business consultants and wealth managers, the firm have significant expertise in a range of industries and market sectors and successfully help businesses, charities, social enterprises and private individuals. With their people at the heart of their business, Martin Aitken & Co have a focus on promoting from within, and in fact all 12 Audit and Accounts management level roles including Associate Directors, 10 have been internal promotions. In 2019 the firm recorded their biggest increase in turnover since 2013 through investment in people, services and integrating new, more efficient cloud technologies.

The firm pride themselves on building positive, authentic and enthusiastic teams who in turn develop long term business and personal relationships with their clients. Charity work within the local community is also extremely important to the firm who have partnered with SAMH as well as several of the Directors and staff serving on charity boards.



Scope

The role is to work as part of a busy Payroll department were, we need the right person to join the team who has an appetite for excellent client service and a great eye for detail.

You will process multiple payrolls for a variety of clients who you will have regular contact with, therefore the successful candidate must have first class people skills and be able to think on their feet providing technical support to our clients on a daily basis.

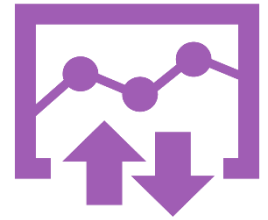
Make no mistake this is a challenge but one our current team relish and by working together we have a team culture and spirit to be proud of. You will be able to ensure deadlines are adhered to for all Payroll payments and work with your colleagues to safeguard our reputation for excellence and attention to detail by carrying out regular peer reviews.



You will also be involved with the company's Auto Enrolment work for clients' therefore working knowledge of this area would be desirable. In addition, you will possess the following:

Core Skills and Knowledge:

- Minimum 2-3 years' experience of working in a similar payroll role
- Knowledge of PAYE, NIC, SSP, SMP, SPP, Pension Schemes and C.I.S Returns –essential
- Knowledge of CJRS (Coronavirus Job Retention Scheme), Job Retention Bonus, Job Support scheme and SSP rules for Covid-19 would be beneficial
- Full working knowledge of SAGE Payroll advantageous
- Experience of full RTI and Tax Year End processes
- Able to effectively communicate at all levels
- Advanced knowledge of Microsoft Office packages with particular emphasis on Excel
- Ability to deal with all Payroll queries both from clients, other third parties and including liaising with HMRC
- Carry out Ad Hoc Payroll admin duties
- Awareness of Auto Enrolment and Re-Enrolment rules and legislation preferably with a working knowledge of the legislation
- Excellent communication skills, both verbal and written
- A drive for continuous commitment to quality and self-improvement
- Able to work independently and as part of a team
- Highly organised and able to prioritise workload
- Able to make sound decisions in relation to problem solving.



If you are interested in working for Martin Aitken & Co, please send your CV to: [Rebecca Fox, HR Manager.](#)