

## Payroll Assistant

### Full Time / Dundee

#### The Opportunity

We are renowned for developing close relationships with our clients, providing them with a range of high quality services and working with them to achieve success. We currently have an exciting opportunity in our Dundee office for a Payroll Assistant to join our vibrant, growing accountancy practice.

This is a varied role and will encompass all aspects of payroll for a range of clients. You will be responsible for processing employee information for weekly, fortnightly and monthly payrolls, preparing reports and completing payroll year ends. You will also provide assistance and advice to clients in relation to pensions and Pension Auto Enrolment.

#### About us

- **We are:**
  - One of the 15 largest independent accountancy and business development practices in Scotland, with long established connections in Tayside and Fife.
  - Members of the Kreston International network, allowing us to provide national and international services to our clients.
- **We have:**
  - Over 100 members of staff and 14 partners, working from our 4 offices in Cupar, Dundee, Forfar and Glenrothes.
  - Been recognised as “Most Innovative Large Firm” at the national 2020 Annual Innovation awards in 2017, having previously won “Managing Partner of the Year” in 2015. In addition, we are past finalists in the categories of “Best Medium Firm” and “Training Manager of the Year” at the Scottish Accountancy Awards.
  - Been shortlisted in 2018 for “Tremendous Learning and Development” and “Exceptional Employee Engagement” at the cHeRries Awards, along with “Tax Team of the Year” at the Scottish Accountancy & Finance Awards.
- **We offer:**
  - Support and training to allow you the opportunity to develop and progress your technical and personal skills within our growing practice
  - Excellent working conditions, including a 35 hour working week
  - Competitive salary and benefits package (based on qualifications and experience)

#### The Role

- Process Weekly and Fortnightly payrolls and monthly salaries
- Prepare reports for clients
- Complete payroll year ends
- Provide assistance to clients with Pension Auto Enrolment

# Talent Factsheet



CHARTERED ACCOUNTANTS

## The Candidate

### Essential

- At least 6 National 5 grades (or equivalent) at grade B or above
- Experience of using Microsoft Office and Outlook
- Good numerical skills
- Good communication skills
- Articulate
- Attention to detail and accuracy
- Ability to work as part of a team

### Desirable

- Higher Maths and English (or equivalent)
- Experience of using Sage Payroll
- General experience, with prior payroll knowledge
- One to two years all round payroll experience
- Knowledge of Pension Auto Enrolment and setting up pension schemes
- Ability to work under pressure and meet deadlines
- Driving licence and access to a vehicle

### To apply

To apply, please send your CV and covering letter to [recruit@eqaccountants.co.uk](mailto:recruit@eqaccountants.co.uk)

A full job description is also available on request by emailing [recruit@eqaccountants.co.uk](mailto:recruit@eqaccountants.co.uk)