



Payroll & Administration Assistant

Job Description

We're looking for a full-time administration assistant to become the newest permanent member of our busy office team. You will be responsible for day to day processing tasks and communication with our clients to ensure they continue to receive the highest level of service from us.

Who are we?

Operating in the care sector, we provide payroll and managed bank account support for employers of personal assistants to recipients of social care funding. We take great pride in our personal touch and the opportunity to offer support to clients who may be experiencing difficult circumstances. We're a small business who are growing year on year and still have lots of exciting times ahead.

The team

Our offices are based in Scapegoat Hill, Huddersfield. Overlooking green fields, you will be working in our open plan office alongside the other team members. You'll have the full support and encouragement of the entire business, including senior management who you'll see and work with on a daily basis.

What you'll be doing

- Collation & distribution of internal mail.
- Daily monitoring of client mailboxes and management of timely responses.
- Inputting data, as required, to facilitate processing of payrolls.
- Timesheet processing.
- Packaging and distribution of client post
- Responding to client queries and information requests.
- Processing supplier invoices
- Chasing supplier queries through to resolution.
- Providing any other administrative support, as required.

What we offer

- Relevant training in all aspects of your work
- The opportunity to work with a growing business and alongside committed and motivated staff.
- An environment where honesty, communication and initiative are always recognised and valued.
- A chance to develop yourself into an integral, long-standing member of our business.

What will make you a good candidate?

- Ideally, some experience in an admin role – don't worry if you don't know much about direct payments, we can teach you all about that.
- Quick, timely and accurate data entry skills with an eye for detail – there can be a lot happening here at any given moment and customer service can not suffer.

- A motivated attitude – this will be a very busy role and there are times when it is required to work at a pace to meet challenging deadlines.
- Knowledge of SAGE accounting and payroll systems and Microsoft packages including Word, Excel and Outlook, would be advantageous but not essential as full training will be given.
- An ability to manage a varied workload – once you're up to speed you'll need to make decisions and prioritise jobs as you see best.
- Happy to work with the general public.

Salary

We offer good, competitive salaries which are dependent upon experience.

What to do if you're interested

Apply! Send us your CV and show us that you're the right person to join AK Payroll. Email us at careers@akpayrollservices.co.uk or post your CV and a covering letter to the address on our website, www.akpayrollservices.co.uk.