

Payroll Administrator

We are looking for a down to earth, confident, resilient, capable and highly experienced Payroll Administrator to be based at our head office & join our fantastic payroll team.

Overall Responsibilities

To assist in the accurate preparation and processing of payroll for our Mazuma clients. Ensuring all processing and reporting is completed within the relevant deadlines and maintaining accurate and reliable payroll records.

Key Responsibilities

- Processing payroll – weekly, Bi weekly, 4 weekly, Monthly as required by clients
- Calculating Tax and NI's
- Preparing PAYE reports
- RTI submissions
- Preparing P45's
- Preparing P60's – end of year and new year processes
- Setting up new employees
- Client payroll queries

Qualifications and Skills

- Understanding of payroll processes and legislation
- Good technical and numeracy skills, to include word, excel and outlook
- To ensure we deliver a first class service, you will need to have strong written and verbal communication skills
- Numerical ability and accurate data entry
- Attention to detail
- The ability to prioritise workloads
- Experience using payroll software an advantage but not essential
- A professional and hard-working attitude
- Respectful, trustworthy, polite, honest, and strong work ethic
- Experience preferred but not essential as training provided

Rewards and Benefits

- £23,000 (this is the full time amount and will be pro rate according to hours)
- Pension contributions
- 23 days holiday a year plus bank holidays
- Flexible modern working practices
- 2 Wellbeing Days
- Employee Share Ownership
- Option to buy and sell up to 3 annual leave days each year

Why Join Mazuma?

- **Innovation:** Be part of a company that values and encourages innovation in its approach to finance and accounting.
- **Career Growth:** We invest in our team members and provide opportunities for professional development and career advancement.
- **Collaborative Culture:** Join a collaborative and supportive team that values open communication and teamwork.
- **Impact:** Your contributions will directly impact the success and growth of our firm.

Mazuma is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Job Type: Part time – 20 or 25 hours per week, Monday to Friday

Hybrid working from Bridgend, South Wales

If you are interested in this position, please email a copy of your C.V. to hr@mazumamoney.co.uk