



The operations partner for recruitment businesses

Payroll Technician – Sapphire

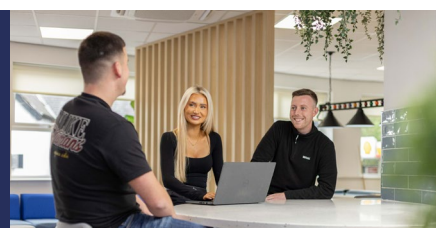
At Sapphire, we believe work should be more than just a job. We're a growing, employee-owned business where people are encouraged to get involved, have their say and share in our success.

We work hard, support each other and like to have a bit of fun along the way. From regular team get-togethers and incentive trips to our games room and bar, we've created a workplace where people can enjoy coming to work, build great relationships and develop their careers.

Being employee-owned also means that when Sapphire does well, our people can share in that success. It's one of the things that makes working here a little different.

We're always looking for great people to join the team.

Take a look at what you could be part of...



Role title	Payroll Technician
Reporting to	Head of Payroll and Compliance
Salary	£26,000 up to £29,000 pa
The Person	• At least 1 years' experience in payroll • Umbrella industry experience ideal – but not necessary • Ability to communicate with clients and strive to provide excellent service • Must possess outstanding communication skills with good organisational skills and a keen eye for detail • Ideally part or fully CIPP qualified in Payroll Technician certificate • Strong team ethic, hard working, enthusiastic attitude with a willingness to learn and grow • Desire to help the company grow
Why Sapphire?	• Employee-owned company – profit share bonuses available • Qualifications fully paid for • Minimum 34 days holiday (rising with service up to 37 days) including birthday off • Monthly team get togethers • Company incentive targets • Annual incentive trips (previously Las Vegas, Barcelona, New York and more) • Brand New office with games room, bar and flexible working space • Fresh fruit daily • Employee Healthcare membership • Competitive maternity/paternity policy

Main Areas of Responsibility	
Role purpose and characteristics	- Needs to be willing to go above and beyond, working in adherence to the Sapphire service level agreements at all times - Positive attitude - Dealing with incoming enquiries in a knowledgeable, courteous, professional and efficient manner - Ensuring that every decision you make puts our employees and customers at the centre of your thought process - Assisting with various projects and tasks and be prepared to take on additional responsibilities in our rapidly expanding organisation - Desire to help drive and improve the team
Customer Care	- A genuinely proactive approach to delivering outstanding customer care by dealing with any enquiries in a knowledgeable, courteous, professional and efficient manner - Enthusiastic, with an ability to quickly build a warm relationship with new and prospective employees and clients by telephone
Payroll Processing	- Ensuring all payments are processed accurately and on time - Processing payroll as per each client's/agency partner's requirements - Managing a portfolio of clients and ensuring checklist is completed each payroll cycle - Assessment of the correct PAYE and National Insurance being levied on each pay slip - Reconciling payments on a weekly basis, working closely with the Finance team - Complex payroll technical queries to resolve
Deadlines	- Deadline driven – ability to meet daily deadlines - Ability to work under pressure with accuracy is a key requirement - Clear communication with Manager/team if deadlines will not be met

Client Relationships	• Build rapport with clients to understand and plan, obtain key deadlines and provision of invoices in the correct format • Liaise with clients regarding employee assignments, timesheets and any other queries that may arise • Any issues or problems are brought to the attention of your line manager as soon as they arise for quick and effective resolution
Other	• Constantly learn and keep up to date with industry specific legislation with a keen eye on compliance • A truly exceptional customer focused attitude and commitment to 'getting everyone paid accurately and on time' before the end of each day