



**Sapphire**  
CONTRACTING

# Want to join the Sapphire team

Apply today!

<b>Role title</b>	Payroll Administrator
<b>Hour of work</b>	Monday - Friday 9:00am - 5:30pm
<b>Salary</b>	£24,000 - £25,000
<b>The Person</b>	<ul style="list-style-type: none"><li>• 'Above and beyond' attitude</li><li>• Driven</li><li>• Keen to learn &amp; develop</li><li>• Takes responsibility</li><li>• Team player</li><li>• Contributes with ideas</li><li>• Thrives in a fast-paced work environment</li><li>• Effective communicator</li><li>• Enthusiastic attitude</li><li>• Willingness to learn and grow</li><li>• Desire to help the company grow</li><li>• A keen eye for detail</li><li>• Good organisational skills</li><li>• Transactional driven</li><li>• Ensure all deadlines are met and responsibility taken if deadlines are not met</li><li>• Ability to work under pressure with accuracy is a key requirement</li><li>• A least 1 years' experience in payroll</li></ul>
<b>Why Sapphire?</b>	<ul style="list-style-type: none"><li>• Employee-owned company</li><li>• A minimum of 34 days holiday (rising with service), including your birthday off</li><li>• Monthly team get-togethers</li><li>• A range of company incentive targets</li><li>• Incentive trips -previously Las Vegas, Barcelona, New York and more</li><li>• A brand-new office with a games room, bar and flexible working space</li><li>• Fresh fruit and smoothies</li><li>• Access to an employee healthcare membership</li></ul>

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wearesapphire.co.uk

Sapphire Accounting Limited,  
Bramhall House, 14 Ack Lane East, Bramhall,  
Stockport, SK7 2BY



Main areas of responsibility	
<b>Vacancy description</b>	<p>This is an exciting role in an Employee-Owned Payroll and Accountancy business based in Bramhall which plans to grow its client base significantly over the next 12 months.</p> <p>Assist the Payroll Senior/Team Leader and other colleagues with various projects and tasks and be prepared to take on additional responsibilities in our rapidly expanding organization. A truly exceptional customer focused attitude, always working in adherence to the Sapphire.</p> <p>Dealing with incoming phone and email enquiries in a knowledgeable, courteous, professional and efficient manner. Ensure that every decision you make puts our employees and customers at the centre of your thought process.</p>
<b>Principle Responsibilities</b>	<ul style="list-style-type: none"><li>• Ensure all payslips are sent to clients in the agreed format</li><li>• Process payroll as per each client's requirements</li><li>• Manage a portfolio of clients and ensure payroll checklist is completed each payroll cycle</li><li>• Assessment of the correct PAYE and National Insurance being levied on each pay slip</li><li>• Look after a checklist of clients and ensure figures balance on a daily basis</li><li>• P45/P46 information correctly inputted and disclosed</li><li>• Complete FCSA and SDC expense audits</li><li>• Any issues or problems are brought to the attention of your line manager as soon as they arise for quick and effective resolution</li><li>• All documentation is electronically filed away with supporting evidence daily</li><li>• Constantly learn and keep up to date with industry specific legislation with a keen eye on compliance</li><li>• A truly exceptional customer focused attitude and commitment to 'getting the job done' before the end of each day</li></ul>
<b>Recruitment process</b>	<p>There will be a 2-hour face-to-face interview process, preceded by a 15-minute Teams interview:</p> <ol style="list-style-type: none"><li>1. Numeracy exercise (15 mins)</li><li>2. Q&amp;A (45 mins)</li></ol> <p>A personality profiling questionnaire may be conducted on successful candidates at the end of the Q&amp;A's</p>