

Job Description

Payroll Administrator**We're great...**

Elemental CoSec was formed 10 years ago and is going from strength to strength, with a global client base of 1600+ clients from over 100 countries. Our clients range from multinational conglomerates and governments through to investment holding company, SPVs and exciting start-ups. We're proud to have been recently recognised by the Greater London Enterprise Awards, and are a member of the Department for International Trade's UK Investment Support Directory.

We're even prouder of our team. We are growing our accounting & tax team to support new client wins and to build capacity for future expansion.

We are unique in the market because we offer a one-stop shop of expert accounting, tax, advisory, company secretarial, legal and governance services. This allows us to compete with much larger accounting and law firms. Our special place in the market allows us to be as selective about our clients as we are about our staff – every single one is smart, professional, and great to work with.

We have always embraced the benefits of home-working, In fact we've never had an office!

...And so are you...

You'll be currently working in payroll and looking for your next step in to a role that will challenge you.

Many of our clients are international and bring unique challenges due to globally mobile workforces, share option schemes, tax equalisation policies and complex reporting requirements.

You should have experience working without close supervision and would preferably have experience with Staffology. Strong excel skills would be a bonus.

The Role

You will report to our existing payroll manager who knows our clients well. You will support them on the more complex payroll runs whilst also taking full responsibility for a portfolio of clients. This includes:

- On-boarding new clients into the payroll software (we are transitioning from Xero to Staffology and training will be given to any candidate not familiar with the software)
- Preparing monthly payroll runs
- Collaborating with client HR and finance functions to maintain employee data
- Filing pension contribution files to the appropriate pension schemes
- Explaining calculations and deductions to clients and their employees, and resolving any queries
- Advising clients on any changes to UK payroll tax rules

The Offer

We are proud to offer the following:

- Competitive salary
- Comprehensive health-insurance
- Bonus scheme
- Commission for introducing new clients
- Ongoing learning and development

This is a permanently home-based role (although you may be occasionally asked to attend client meeting) and is open to applications from all over the UK

To apply, please send your CV and covering letter to: info@elementalcosec.com.

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