We’re hiring!

An exciting opportunity with lots of potential has arisen in Mullen Stoker Chartered Accountants

We are an independent, well established firm of Chartered Accountants and IT Consultants that are looking to hire a **Payroll Manager / Clerk**.  This is an opportunity to work and progress in one of the most forward thinking Practices in the North East.  We provide high quality services to clients with a varied range of sizes and sectors, and also supply services to other accountancy firms, organisations and institutions.

Job Role:

* Running our payroll bureau including preparation and processing of payroll and related HMRC forms and submissions
* Management and administration of the auto enrolment pension scheme with NEST
* Communicate with clients and HMRC where necessary to deal with queries and resolve issues in a timely and accurate manner as and when they arise.
* Maintain knowledge of the payroll systems and legislation and be proactive to identify changes that will impact on our payroll service

Personal Profile:

* You should be well organised with a can-do attitude.
* You should have good communication skills and a helpful manner.
* You’re able to work to deadlines and good at prioritising your workload.
* Be IT literate with a good knowledge of Sage Payroll software package.
* Ideally have either experience within an accountancy payroll bureau and/or relevant Payroll qualifications or experience.

What’s on offer

Our highly skilled team includes FCA, FCCA, CTA and IT qualified personnel that will support you when something a little trickier comes along.  You’ll be using software you’ve never used before and most likely getting involved in projects you’ve never done before.

Salary package and number of hours to be worked are negotiable depending on the candidate.