

JOB DESCRIPTION

PAYROLL/BOOKKEEPER



JOB TITLE: BOOK-KEEPER / PAYROLL ADMINISTRATOR

LOCATION: CLAYDON OFFICE

JOB SUMMARY:

The role covers bookkeeping and payroll for various clients. The role may require book-keeping being undertaken externally at clients on farm.

DUTIES AND RESPONSIBILITIES:

BOOKKEEPER

For a small number of clients and Sentry Business:

Duties may include:

- Processing purchase invoices.
- Raising sales invoices.
- Processing month end payments.
- Bank reconciliations.
- Produce monthly cashflows or P&L reports.
- Liaise with managers or clients as appropriate.
- Visiting clients on farm to carry out book-keeping there as appropriate.
- Run quarterly and monthly VAT reports.

PAYROLL

- Gather timesheet information.
- Process new employees.
- Run payroll on monthly basis.
- Calculate pension contributions and submit data to the relevant pension scheme.
- Distribute payslips via the portal.
- Print various reports for management.
- Make payments by BACS.
- Make monthly PAYE payments.
- Process payroll year end and submit to HMRC.
- Process P45 for the leavers.
- Dealing with all ad hoc payroll issues as required.

GENERAL

- Monitoring bank accounts and dealing with all banking matters.
- Ad hoc bookkeeping matters as required.
- Cover for other book-keepers as and when required.
- General admin, including time records, banking, etc.

Sentry Limited

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SPECIFICATION

JOB TITLE: BOOK-KEEPER / PAYROLL ADMINISTRATOR

	DESCRIPTION	ESSENTIAL	DESIRABLE
1	Qualifications /Experience	<ul style="list-style-type: none"> ▪ Minimum experience of 3 years running monthly payrolls & year ends P35, SMP, SSP ▪ Minimum of 3 years computerised bookkeeping experience ▪ Computerised accounts package ▪ Microsoft Excel ▪ Microsoft Outlook ▪ Pension auto-enrolment 	<ul style="list-style-type: none"> ▪ Knowledge on contracts of employment
2	Knowledge & Skills	<ul style="list-style-type: none"> ▪ Computer literate ▪ Good organisational skills ▪ Attention to detail ▪ Ability to prioritise tasks 	<ul style="list-style-type: none"> ▪ Good knowledge of grammar/spelling ▪ Good communication and telephone manner with clients
3	Personal Qualities	<ul style="list-style-type: none"> ▪ Pleasant and positive attitude ▪ Able to work on one's own initiative ▪ Able to meet deadlines ▪ Team player 	<ul style="list-style-type: none"> ▪ Works well under pressure ▪ Quick learner
4	Motivations and Expectations	<ul style="list-style-type: none"> ▪ Desire to work as part of a team and achieve goals set 	<ul style="list-style-type: none"> ▪ Desire to stay with the business

This role involves work at Claydon and occasionally off site at our clients. It is therefore essential that the candidate has a clean and current driving licence and their own transport.

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