***Fully Flexible Agile Working***

**Payroll Specialist**

**Role Profile**

**About Us**

At BDO we specialise in helping businesses, whether start-ups or multinationals, to achieve their goals. This is achieved through our own professional expertise and by working directly with organisations and the entrepreneurs behind them.

We develop strong, personal relationships with our clients and take an active interest in their businesses, providing an integrated business advisory solution. We have developed a robust understanding of the factors that govern business growth, our objective is to use this to help our clients to maximise their potential.

At BDO we are also committed to helping our people develop to their full potential. We nurture a friendly team culture and our people work within an extremely supportive and creative environment, are valued, and are equipped and empowered to deliver exceptional client service. The quality of the work we do for our clients is directly aligned to the quality of our people.

**Working with us**

Joining BDO means taking the first step to a working life filled with interesting and varied projects every day. We will provide you with the right balance of empowerment and support to ensure you are successful in your role.

Our welcoming team environment and collaboration with colleagues will mean that you will develop your skills quickly alongside contributing to the success of our clients and BDO.

We offer a competitive salary, flexibility in your work, contributory pension, a generous annual leave entitlement & a range of additional benefits.

**Our Values**

Our core values are integrated into all aspects of working life at BDO:

* [Honesty and Integrity](http://www.bdoni.com/about-us/our-values/honesty-and-integrity)
* [Empowerment & Personal Responsibility](http://www.bdoni.com/about-us/our-values/taking-personal-resonsibility)
* [Mutual support](http://www.bdoni.com/about-us/our-values/mutual-support) & Respect
* [Professional and Personal Client Relationships](http://www.bdoni.com/about-us/our-values/strong-and-personal-client-relationships)

**The Role**

As Payroll Specialist in BDO Northern Ireland, you will play an integral role within our Client Payroll Team, where you will be involved in delivering exceptional client service in processing payroll for a wide range of clients.

You will assist in processing payrolls via our payroll software, liaising with clients and HM Revenue and Customs on any queries, as directed by the wider Payroll Team. You will also assist with the administration of monthly payments to HM Revenue and Customs and preparation and submission of employers’ annual return forms.

Due to the nature of the role, a flexible approach to work is required in order to facilitate the needs of our clients and your colleagues.

**Principal Accountabilities**

* Ensuring the accurate input of our Clients payroll data onto current payroll software.
* Building and maintaining strong relationships with colleagues and clients through ensuring that all data is accurate and that queries are progressed both accurately and efficiently as directed by your line Manager or Senior Payroll Specialists.
* Completing assignments within agreed timescales e.g. adhere to monthly payroll deadlines.
* Ensuring that the firm’s risk management procedures, including Data Protection and the prevention of money laundering; and quality control procedures are adhered to at all times, including all administration.
* Be flexible and provide such other support as would reasonably be expected within the Department.
* Undertaking any training or development co-ordinated by the Payroll/Tax Team.
* Any other duties as reasonably specified by the firm.

**Your Experience and Skills**

**Essential Criteria:**

* At least 1 year of previous relevant experience within a payroll environment.
* Working knowledge of payroll systems.
* Working knowledge of Payroll legislation and procedures within the United Kingdom.
* Good organisational and administration skills with the ability to manage multiple priorities, working with multiple clients and a variety of tight deadlines.
* Intermediate/ Working knowledge of Microsoft packages including Excel and Word.
* Focus on delivering exceptional client service at all times, including the ability to work with a high level of confidentiality and sensitivity.
* Excellent numerical skill and attention to detail with ability to analyse and interpret data.
* Ability to work independently and manage own workload to meet deadlines.
* To be flexible, open to change and work as part of a team.
* Good verbal and written communication skills.

**Desirable Criteria:**

* Whilst not essential it would be advantageous for you to have had previous working experience in an Accountancy or Professional Services Firm.
* Working knowledge of IRIS payroll system.