

International practice based in Central London is looking for a **French speaking Payroll Specialist**. You will be working in a small team alongside accountants, and will take over and plan the monthly production of a portfolio of up to 30 international clients. The Senior Payroll Specialist will need to be knowledgeable in Tax calculations (PAYE and NIC), Personal allowance, Payroll treatment of benefits in kind, Pension auto-enrolment, Salary sacrifice, Employment allowance and Apprenticeship levy.

ROLE:

Payroll production

- Production of payslips, payroll summaries and tax summaries
- Creation of a new employee using P45 or starter checklist
- Pro-rated salary calculation for employees joining and leaving
- Furlough calculations
- SSP calculation, SMP calculation, SPP calculation
- Holiday management and calculation of holiday entitlement for leavers
- Experience in payroll treatment of the redundancy payments
- RTI update (NIN, tax code and student loan update)
- Pension calculation and submission to the relevant pension provider
- Basic knowledge in right to work
- Submission of FPS and EPS
- Production of P45
- Production of P60
- Furlough claim calculation and submission to HMRC

Communicate with clients and answer their requests on a daily basis

Communicate with HMRC (via phone call / online chat / emails)

- PAYE Registration (for UK and overseas companies)
- Deal with Under or Over payments on the PAYE accounts
- Deal with payroll regularisations
- Deal with HMRC controls

Communicate with pension external consultants and pension provider

PROFILE:

- Fluent or intermediate French and fluent English
- Qualified or Part qualified Accountant
- Minimum four years' experience working in payroll role
- Advanced Excel skills
- Experience using Sage payroll
- Self-motivated and able to organise own work
- Good time management, adopting a flexible approach to work and a willingness to work overtime when the needs of clients or the firm so dictate
- Strong analytical skills and high attention to detail
- Demonstrate a commitment to improving working practice and supports company plans and policies
- Strong communication skills and willingness to be part of a team
- Ability to build and maintain good working relationship with others and seen as "approachable"

SALARY: