

**COURTS ACCOUNTANCY SERVICES LIMITED**  
**JOB DESCRIPTION**  
**PAYROLL CLERK**



<b>TEAM:</b>	Accounts
<b>RESPONSIBLE TO:</b>	All Directors & Office Manager
<b>RESPONSIBLE FOR:</b>	n/a
<b>OFFICE LOCATION:</b>	Buckingham
<b>TERM:</b>	Permanent
<b>HOURS:</b>	Variable

<b>ROLE SUMMARY:</b>	To play a large part in providing Courts Accountancy Services clients with payroll services and provide administrative support with other activities undertaken by the company
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<b>KEY RESPONSIBILITIES, MAIN TASK AND ACTIVITIES:</b> Which may vary from client to client	<b>PAYROLL</b> •
	<b>AUTO ENROLMENT</b> •
	<b>BOOKKEEPING</b> • Provide clients with monthly journal adjustments to enable them to input wages
	<b>BENEFITS IN KIND</b> •
	<b>EXPENSES &amp; CREDIT CARDS</b> •
	<b>MAINTAINING SCHEDULES</b> • Maintaining monthly payroll schedules • Maintaining annual benefit in kind schedules • Maintaining annual Employers End of Year Return schedules
	<b>PAYROLL</b> • Liaising with Payroll Bureau with all wages information • Posting wages journals to the accounting system • Arranging for payment of monthly PAYE/NIC • Assist in the preparation of the annual benefits in kind reporting
	<b>OTHER</b> •
	<b>GENERAL FINANCE TEAM DUTIES</b> • Constantly reviewing expenditure and ensuring value for money principals

	<ul style="list-style-type: none"> <li>• Completion of various surveys as may be necessary from time to time from the National Statistics Office</li> <li>• Completion of CITB Levy forms as necessary from time to time</li> </ul> <p>Completion of regulatory data requirements</p>
<b>GENERAL INFORMATION:</b>	<p>The post-holder shares with all colleagues the responsibility to:</p> <ul style="list-style-type: none"> <li>• Make suggestions to improve the working environment within their area of work and COURTS ACCOUNTANCY SERVICES as a whole;</li> <li>• Cooperate with measures introduced to ensure there is equality of opportunity in employment</li> <li>• Comply with all aspects of Health and Safety Policy and arrangements</li> </ul>
	<p>This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of the areas of activity and be amended in the light of the changing needs of the company</p>