

ABOUT TINDLES

Originally established in 1990 the firm has grown a respected reputation as the entrepreneur's choice of Chartered Accountants. Supporting SME owner managed businesses throughout the North East and UK operating in a variety of sectors and with turnovers ranging from £25,000 to £40 million, the firm understands business and how to support enterprises to succeed.

The fresh-thinking team is led by partners Rob Tindle and Angela Foster, is highly regarded for its attention to detail and philosophy to support clients to excel through added value business support and not simply statutory compliance provision.

Tindles' team members play a vital role in assisting clients to achieve their goals and objectives, which is why the firm demands the highest standard of expertise and knowledge.

THE ROLE

We are seeking to recruit a part time payroll clerk to work within our payroll bureau. Duties include but are not limited to:

- Processing clients weekly and monthly payroll using IRIS and Sage software
- Processing and maintenance of pension including auto-enrolment
- Resolution of payroll discrepancies by collecting and analysing information
- Basic accounts administration duties
- Dealing with queries from clients.

SKILLS AND QUALIFICATIONS

We are seeking an experienced or trainee payroll clerk. In the case of the latter, then full training will be given for the right candidate. In addition you must also possess/ be able to demonstrate:

- Good IT skills including experience of using excel to a high level
- Good communication skills
- A high level of accuracy and attention to detail
- Good team-playing skills
- Clear and logical thinking
- Good organisational skills and an ability to work to deadlines
- A respect for confidentiality

SALARY

A competitive salary is offered for the right candidate commensurate with experience.

HOW TO APPLY?

If you feel you have the relevant skills and experience required for this position and this sounds of interest to you - please send your CV for the attention of Mrs Angela Foster to Tindles LLP, Scotswood House, Teesdale South, Thornaby Place, Stockton on Tees TS17 6SB.

DATE: 15 APRIL 2015