

# Want to join the Sapphire team?

Apply today!



<b>Role title</b>	Payroll Administrator
<b>Reporting to</b>	Payroll Manager
<b>Salary</b>	£22,000pa + Study Support and Structured Career Plan
<b>The Person</b>	At least 1 years' experience in payroll, outstanding communication skills with good organisational skills and a keen eye for detail.
<b>Why Sapphire?</b>	<ul style="list-style-type: none"> <li>• Employee-owned company</li> <li>• Minimum 34 days holiday (rising with service) including birthday off</li> <li>• Monthly team get togethers</li> <li>• Company incentive targets</li> <li>• Annual incentive trips (previously Las Vegas, Barcelona, New York and more)</li> <li>• Brand New office with games room, bar and flexible working space</li> <li>• Fresh fruit daily</li> <li>• Employee Healthcare membership</li> </ul>
<b>Role purpose and characteristics</b>	<ul style="list-style-type: none"> <li>• A truly exceptional customer focused attitude, working in adherence to the Sapphire guarantee at all times</li> <li>• Dealing with incoming phone and email enquiries in a knowledgeable, courteous, professional and efficient manner</li> <li>• Ensure that every decision you make puts our employees and customers at the centre of your thought process</li> <li>• Assist the Payroll Manager and other colleagues with various projects and tasks and be prepared to take on additional responsibilities in our rapidly expanding organisation</li> <li>• Have a hard working, enthusiastic attitude with a willingness to learn and grow</li> </ul>
<b>Main Areas of Responsibility</b>	
<b>Customer Care</b>	<ul style="list-style-type: none"> <li>• A genuinely proactive approach to delivering outstanding customer care by dealing with any enquiries in a knowledgeable, courteous, professional and efficient manner</li> </ul>

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**Sapphire**  
CLEAR CUT THINKING



	<ul style="list-style-type: none"> <li>• Enthusiastic, with an ability to quickly build a warm relationship with new and prospective employees by telephone</li> </ul>
Payroll Processing	<ul style="list-style-type: none"> <li>• Ensure all pay slips are sent to Contractors in the agreed format (paper or e-mail)</li> <li>• Ensure appropriate SMS messages are sent</li> <li>• Raise invoices as and when appropriate, considering how different Agencies have different requirements/deadlines (e.g. Self-Billing)</li> <li>• Assessment of the correct PAYE and National Insurance being levied on each pay slip</li> <li>• Look after a checklist of clients and ensure figures balance on a daily basis</li> <li>• P45/P46 information correctly inputted and disclosed</li> </ul>
Deadlines	<ul style="list-style-type: none"> <li>• Transactional driven</li> <li>• Origin of workloads will be from external customers (Recruitment Agencies) and therefore ability to work under pressure with accuracy is a key requirement</li> <li>• Ensure all deadlines are met and responsibility taken if deadlines are not met</li> </ul>
Agency Relationships	<ul style="list-style-type: none"> <li>• Build rapport with Agencies to understand and plan, obtain key deadlines and provision of invoices in the correct format</li> <li>• Liaise with clients regarding employee assignments, timesheets and any other queries that may arise</li> </ul>
	<ul style="list-style-type: none"> <li>• Any issues or problems are brought to the attention of your line manager as soon as they arise for quick and effective resolution</li> </ul>
Other	<ul style="list-style-type: none"> <li>• All documentation is electronically filed away with supporting evidence on a daily basis</li> <li>• Constantly learn and keep up to date with industry specific legislation with a keen eye on compliance</li> <li>• A truly exceptional customer focused attitude and commitment to 'getting the job done' before the end of each day</li> </ul>